New Jersey Department of Education

State Assessment Registration Pilot in NJSLEDS

Office of Data Management
May 2025

SLEDS
NJ Statewide Longitudinal Education Data System

Webinar Etiquette

We want to ensure all attendees can fully engage with the training and have their questions addressed.

How can I ask a question?

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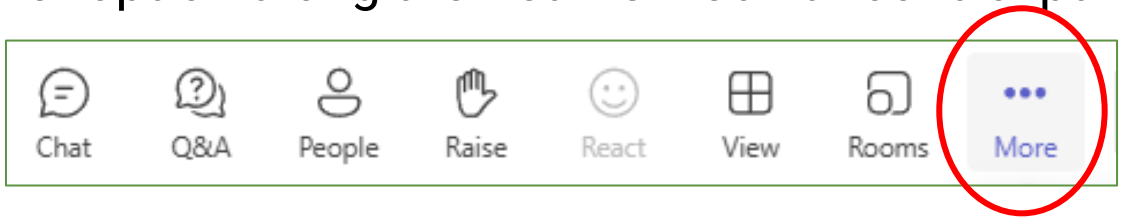
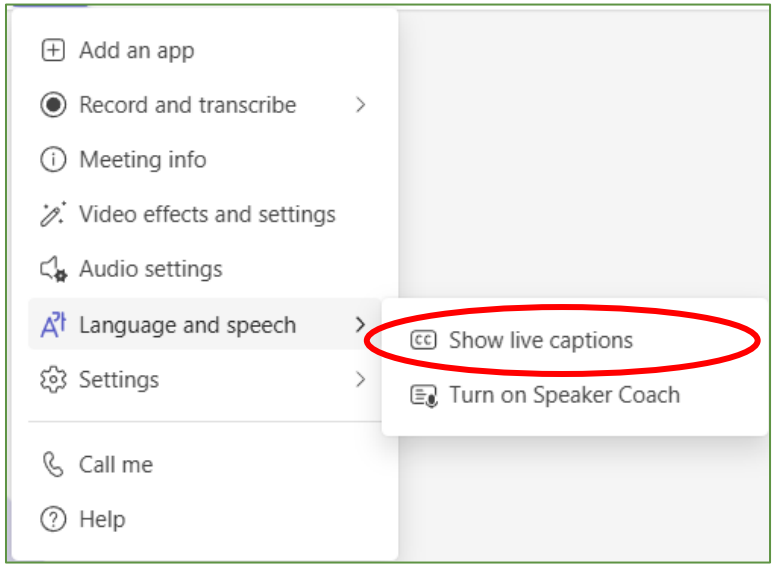
Webinar Live Captioning

To use live captions during this webinar:

1. Click on the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Show live captions.”



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Agenda

- Transition to NJSLEDS and Pilot Data Application
- Overview of State Assessment Registration and Key Updates
- NJSLEDS State Assessment Registration Submission Process
- Resources and Support
- Q&A

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Activity Session

Which statement best describes your experience with data submission?

1. I have uploaded data in NJ SMART.

2. I have never uploaded data.

3. I have used another data submission system outside of an NJDOE-based system.

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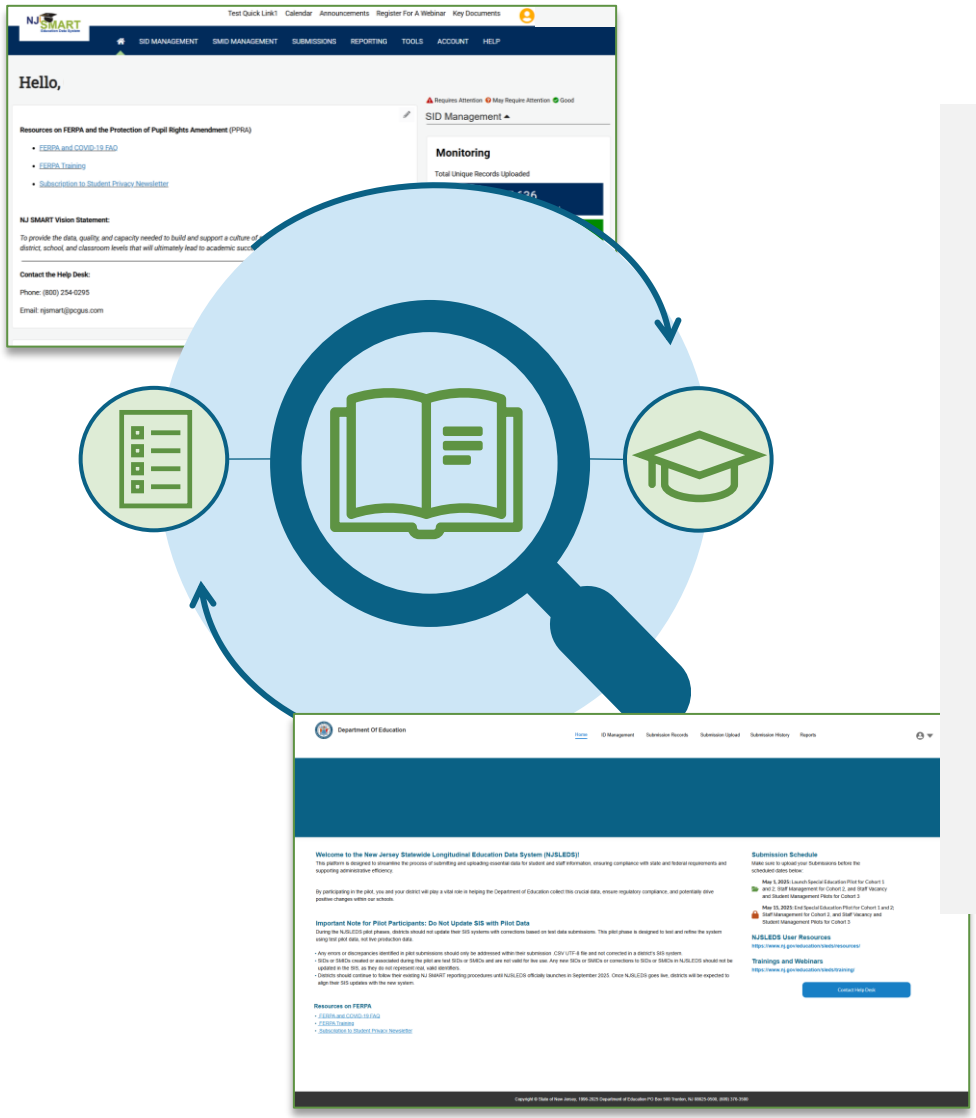
Introduction to NJSLEDS

Introduction to NJSLEDS



The New Jersey Department of Education (NJDOE) is transitioning from the current NJ SMART system to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) as part of a strategic effort to enhance statewide data management, ensure long-term sustainability, and align with evolving education policies and technology standards.

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Why The Transition?

Improved Data Management: Strengthens the state's ability to maintain and analyze education data efficiently.

Shift to Source-Based Data Integrity: Enforces best practices by requiring data corrections at the source—improving auditability, data governance, and alignment with federal reporting models.

Long-Term Sustainability: Ensures direct ownership and adaptability to meet future policy and compliance needs.

Foundation for Future Integration: While current uploads still rely on .CSV UTF-8 files, NJSLEDS is being built to eventually support direct system-to-system integration via API, reducing manual work and improving accuracy in the long-term.

NJSLEDS will continue to provide the data necessary to monitor student progress, support decision-making, and secure funding for New Jersey's school districts. Districts are encouraged to submit data regularly to maintain an up-to-date and impactful system.

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Transition Goals and Benefits

Our goal: Ensure a seamless transition while modernizing the application.

- Transitioning NJ SMART to NJSLEDS with a redesigned architecture.
- Migrating the longitudinal application to an internally managed, cloud-based infrastructure.

Key Benefits:

- Smooth transition with minimal disruption to users.
- Consistent data submission process by maintaining familiar input file layouts.
- Immediate continuity while leveraging a modernized infrastructure.

What this means for the future:

- While the new platform enhances reliability, further optimizations may be needed to fully leverage advanced scalability and features.
- Further enhancements could introduce more automation, improved performance, and expanded capabilities.

This migration prioritizes stability, ensuring a smooth transition while allowing for future enhancements as needed.

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Transition Timeline

February

- **Cohort 1 Kickoff**
- **February 5, 2025**: Launch Pilot 1 (Staff Vacancy) for Cohort 1
- **February 19, 2025**: End Pilot 1 (Staff Vacancy) for Cohort 1

March

- **March 6, 2025**: Launch Pilot 2 (Student Management) for Cohort 1
- **Cohort 2 Kickoff**
- **March 13, 2025**: Launch Pilot 1 (Staff Vacancy) for Cohort 2
- **March 20, 2025**: End Pilot 2 (Student Management) Pilot for Cohort 1 and Pilot 1 (Staff Vacancy) for Cohort 2

April

- **April 3, 2025**: Launch Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2
- **April 17, 2025**: End Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2

May

- **Cohort 3 Kickoff**
- **May 1, 2025**: Launch Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
- **May 15, 2025**: End Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
- **May 29, 2025:** Launch Pilot 5 (State Assessment Registration (SAR) and Performance Report) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

June

- **June 12, 2025**: End Pilot 5 (State Assessment Registration (SAR) and Performance Report) Pilot for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

July

- **July 7, 2025**: Soft Launch Begins
- **July 31, 2025**: Soft Launch Ends

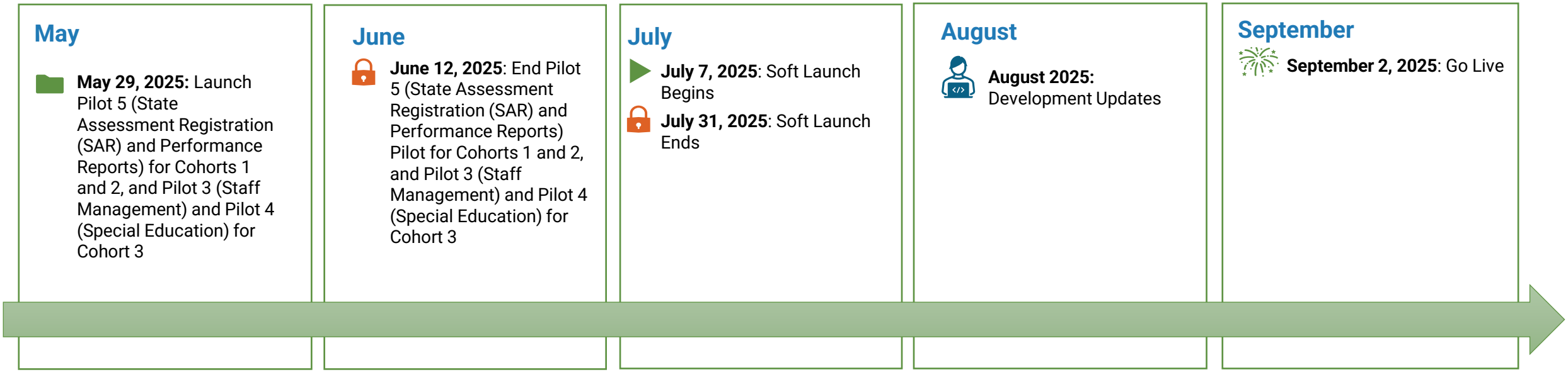
August

- **August 2025:** Development Updates

September

- **September 2, 2025**: Go Live

Transition Timeline: May through September



- The final pilot window will open on May 29 and close on June 12. The submissions and cohorts are listed in the above timeline.
- All districts will have the opportunity to participate in the soft launch, which will run from July 7 to July 31, 2025, followed by development updates from August 1 to August 29, 2025.
    - This is a key opportunity for all districts to test submissions, review workflows, and address system errors before the official statewide rollout on September 2.

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Helpful Resources for NJSLEDS

The NJSLEDS Homepage links users to important updates and information occurring within NJSLEDS.

The NJSLEDS User Resources Page is a comprehensive hub for managing data submissions effectively. Detailed resources are available on individual submission pages.

The NJSLEDS Trainings and Webinars Page provides links to recorded training sessions, descriptions, and details on how to join live webinars. Live sessions will be available throughout the school year.

The NJSLEDS Key Documents Page is the primary resource for accessing essential materials related to the system. This page ensures districts have the tools they need to navigate and fulfil their data reporting obligations effectively and efficiently.

The NJSLEDS News Page keeps you informed on the latest developments, key milestones, and pilot updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.

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NJSLEDS Pilot Information

Pilot Testing Process and Milestones

Pilot Testing: We have run **multiple pilot phases, beginning in February and running until June 2025**. The NJDOE is partnering with school districts to test NJSLEDS through pilot programs, focusing on various data collection and submission capabilities. We have been breaking these Pilots into cohorts to manage the participation and expand the feedback.

Feedback and Refinement: Input from pilots will inform the final development of NJSLEDS, including training and support resources, available on the new NJSLEDS website. From June to July 2025, we will make development changes based on feedback from the pilots in preparation for our **soft launch on July 7, 2025**.

Ensuring Continuity: Focus will be placed on maintaining a smooth transition, ensuring that NJ SMART data submission timelines continue without disruption until NJSLEDS is fully operational on **September 2, 2025**.

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What is the NJSLEDS Pilot?

The NJSLEDS Pilot is a testing environment intended for districts to:

- Submit sample data to evaluate system workflows ensuring familiarity before official launch
- Identify issues or questions with the submission process
- Share feedback with the NJDOE to inform system improvements'

The goal is to test the system's functionality, detect any bugs, and validate that the system works as intended in a controlled environment.

- Pilot results will have no impact on QSAC, funding, accountability, or public reporting
- Submissions don't have to be perfect—errors are part of the process

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Key Pilot Factors

Data Used in the Pilot

- Use representative or test data from your source system whenever possible.
- Do not carry over any updates made within the pilot system to NJ SMART or your source system.
- Do not adjust live systems based on findings during the pilot.

Submission File Layouts

- File layouts are consistent with those used in NJ SMART to ensure continuity.
- Pilot submissions will not include any new fields or submissions, with the exception of Staff Vacancy.

Pilot Data is Temporary

- Records created or modified during the pilot will not be retained after the pilot concludes.
- Any SIDs, SMIDs, or other data created for testing purposes will be cleared before the system launches.

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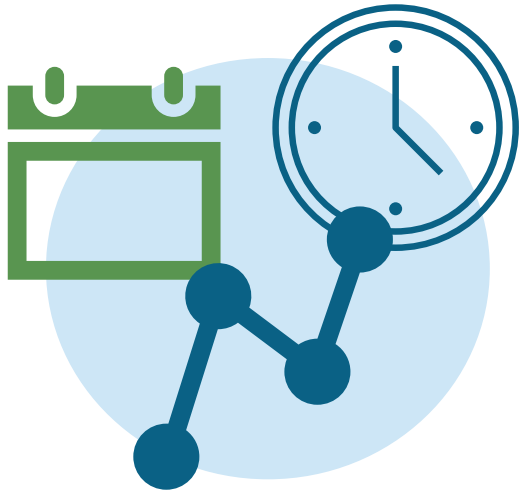
What Pilot Districts Should Do Now

Continue using NJ SMART for official reporting until NJSLEDS fully launches in September 2025.

- This includes
  - SID and SMID submissions through June 30th
  - Course Roster and CTE submissions through August 2nd.
  - Graduation Snapshot on August 29th



- Do not enter pilot data into your SIS or source system or NJ SMART.
- Use the pilot to test submissions and workflows, but not for finalizing corrections.

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Any questions on what we've covered so far?

NJSLEDS Soft Launch Information

NJSLEDS Soft Launch: July 7—31, 2025

A statewide preview window for all districts, regardless of pilot participation.

Purpose of the Soft Launch

- Explore the full NJSLEDS platform ahead of the official September 2 launch
- Submit practice files for all submission types
- Review errors, test workflows, and confirm SIS alignment
- Identify local adjustments needed before go-live

Key Reminders

- This is not a continuation of the pilot
- The goal is preparation, not perfection
- Use this time to build confidence with navigation and data flows

Next Steps

- Submissions will pause from August 1—29
- NJDOE will finalize system updates based on soft launch feedback:
  - Logic refinements
  - UI improvements
  - Help Desk readiness

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State Assessment Registration (SAR) Submission

State Assessment Registration Submission

The State Assessment Registration Submission collects data for prepopulating the NJSLA, NJGPA, ACCESS 2.0 and DLM vendor registration systems.

- For NJSLA-ELA and NJSLA-Mathematics, all students in grades 3-8 must be reported.
- For NJSLA-ELA, students in grade 9 must be reported.
- For NJSLA-Mathematics, all students in grades 9-12 must be reported at least once and must take Algebra I, except for those with the qualified exceptions:
    - Students who meet the participation criteria and will take the DLM mathematics assessment in high school
    - Students who took Algebra I in middle school must be reported for Geometry or Algebra II in high school, whichever they take first
- For NJSLA-Science, students in grade 5, 8, and 11 must be reported.
- For NJGPA, students in grade 11 must be reported for ELA and Mathematics.
- For ACCESS for ELLs or WIDA Alternate ACCESS, all students in grades K-12 who are taking the assessment must be reported.
- For DLM, all students who meet the participation criteria must be reported for:
    - ELA and Mathematics in grades 3-8 and 11
    - Science in grades 5, 8, and 11.

Determining Who To Submit

A student should appear in the State Assessment Registration Submission if the following requirements are met:

Student is Active in your Student Management

NonPublic field in Student Management is blank
ReportedSharedVoc field in Student Management is N

Student is participating in NJSLA, NJGPA, ACCESS, or DLM Assessments

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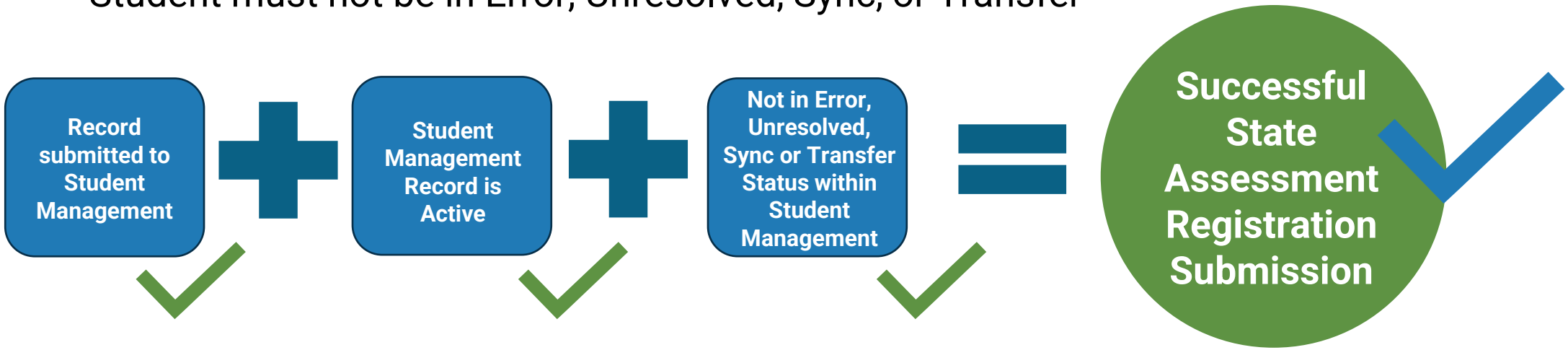
Reporting Criteria

Student Management criteria:

- Student must be successfully issued a SID number
- Student must be listed in Student Management with a School Status of Active
- Student must not be in Error, Unresolved, Sync, or Transfer



- Each record submitted to the State Assessment Registration Submission will undergo exact matching with your **current** Student Management data.

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LEA Reporting Responsibilities

General Rule

- The LEA responsible for reporting a student to Student Management is also responsible for submitting that student to State Assessment Registration

Special Cases

- **Shared-time vocational students** must be reported by the non-vocational district.
- **Testing at another location**: Submitting districts must obtain all necessary registration details from the testing site.

Shared Enrollment Scenarios

- **Sending district**: Registers the student for NJSLA, NJGPA, ACCESS, and DLM—even if the student is tested at the receiving district.
- **Receiving district**: Monitors submissions and notifies the sending district of any issues.

Note for Pilot Testing: Not all districts are participating during the pilot, so shared enrollment functionality may not behave as expected.

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Student Reporting Responsibilities

Each student submitted to the State Assessment Registration Submission should have:

- One record for ELA
- One record for Math
- One additional record for Science, if applicable (NJSLA or DLM)

Special Cases

- If a student is taking more than one assessment within the same subject, only one record is required.
- Use a combined value in the StateAssessmentName field to reflect multiple assessments.

Example:

- A student taking both NJSLA ELA and ACCESS for ELLs should be reported with a single ELA record.
  - In the StateAssessmentName field, enter 5 to indicate both assessments.

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Student Reporting Responsibilities

Who Should Be Reported

- Only report students who are actively participating in:
  - NJSLA
  - NJGPA
  - ACCESS for ELLs or Alternate ACCESS
  - DLM
- Do not submit students who are not taking any of these assessments.
  - Example: A 12th grader not participating in NJGPA or ACCESS should be excluded.

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Out-of-Sync: What to Expect During the Pilot

- Flags active students in grades 3-12, and Multilingual Learners in PK-2, who have not been submitted for the State Assessment Registration Submission
- Does not always indicate a problem
- These records do not count against your district and will not block certification
- Use Out-of-Sync as a review tool—testing students should not appear here. If they do, upload their assessment record to bring them into sync

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Reporting New Students

Any new student who enrolls during the State Assessment Registration window must be:

- Reported to Student Management first
- Then, included in State Assessment Registration, if they meet the inclusion criteria

- Ensures students appear in:
  - Assessment Registration Submission
  - Vendor systems (NJSLA, NJGPA, ACCESS, DLM)

- Failure to report may result in:
  - Incomplete test rosters
  - Missing or inaccurate assessment eligibility
  - Noncompliance with state reporting requirements

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Cross Validation Rule

- When submitting students to State Assessment Registration Submission, values for the following data elements must match exactly as they were submitted to Student Management Current Data or an error will occur: Local ID, State ID, Date of Birth, First Name, and Last Name.

	Student Management		SAR Submission
Local ID	123456	=	123456
State ID	1111111111	=	1111111111
Date of Birth	19990302	≠	19950302
First Name	Marcus	=	Marcus
Last Name	Smith	=	Smith

- These elements cross validate with the Student Management Current Data. When in error, check all five fields against your Student Management records to make sure they match.

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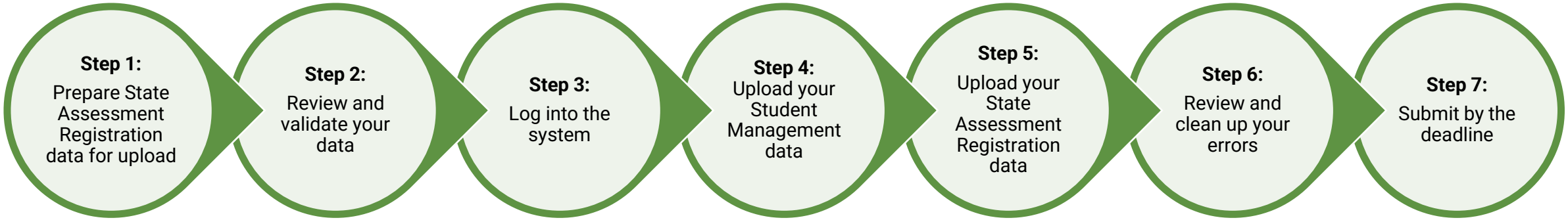
State Assessment Registration Submission

Submission Process Overview



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Step 1

Prepare your State Assessment Registration (SAR) Data for Upload

Review Available User Resources

New Jersey Statewide Longitudinal Education Data System

NJSLEDS Home | User Resources | Trainings and Webinars | Key Documents | News

Home / New Jersey Statewide Longitudinal Education Data System / User Resources

User Resources

Overview

Welcome to the NJSLEDS User Resources Page

Everything you need to navigate your data submissions, organized by submission type and designed for clarity, accuracy, and ease of use.

The NJSLEDS User Resources page supports districts in submitting complete, timely, and accurate data to the New Jersey Department of Education. Whether you're new to longitudinal data reporting or an experienced data manager, this page provides direct access to the most current tools, templates, and guidance for every step of the submission process.

Each submission area includes a dedicated resource page featuring submission handbooks, reporting responsibilities, frequently asked questions (FAQs), file templates and data layout specifications.

Explore Available Submission Resources

Student Management >
Tools for submitting student data, managing transfers, and maintaining enrollment accuracy.

Staff Management >
Guidance for reporting core staff information, including SMID assignment and more.

Special Education >
Resources for submission of student data related to special education services.

Staff Vacancy >
Includes all required materials for reporting vacant, eliminated, and new teaching positions.

State Assessment Registration >
Guidance for registering eligible students for statewide assessments.

Performance Reports >
Includes tools and resources for submitting district-level performance summaries.

Modules for additional submissions are coming soon as NJSLEDS continues to expand.

Live Training Sessions

For training opportunities, visit the Trainings and Webinars page or contact the NJSLEDS Help Desk for support.

Contact Us

NJSLEDS Help Desk
Office of Information Technology
P.O. Box 500
Trenton, NJ 08625-055

Phone: 609-376-3970
Email: NJSLEDS@doe.nj.gov

How to Contact the Help Desk Securely

If your message to the Help Desk includes any of the following, request a secure email first:

- Personally identifiable information (PII), including (but not limited to) a student's name, SID, or date of birth.
- A file attachment.

Secure Email Process:

1. Email the Help Desk at helpdesk-sleds-staging@doe.nj.gov to request a secure email.
2. You'll receive a notification from MOVEit Transfer with a username, temporary password, and link.
3. Log into the secure portal and upload your message or file.

This ensures sensitive information is handled in compliance with state and federal privacy laws.

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The NJSLEDS User Resources website has key information about NJSLEDS submissions, training schedules, key documents, and other additional downloadable resources.

Users are encouraged to visit the website periodically to check for any updates.

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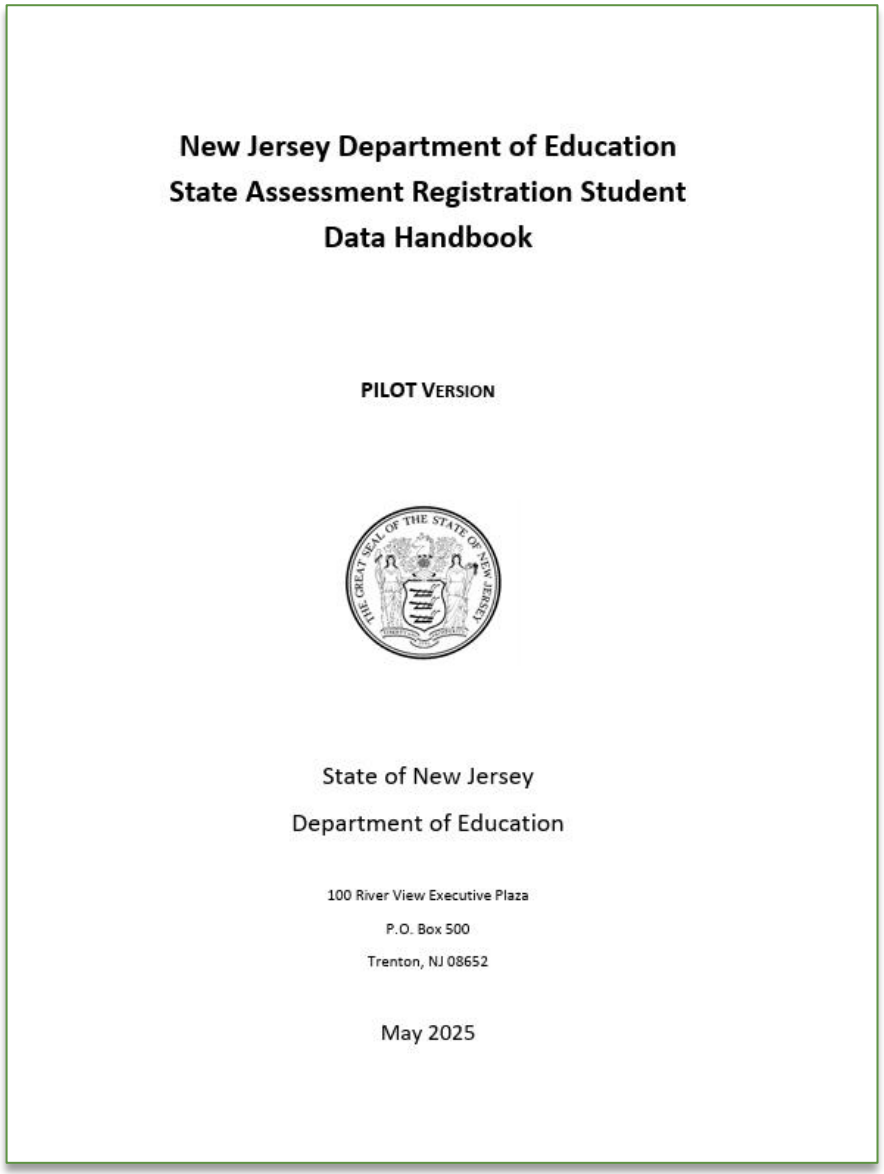
Use the State Assessment Registration Handbook



New Jersey Department of Education
State Assessment Registration Student Data Handbook

PILOT VERSION

State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, NJ 08652

May 2025

The State Assessment Registration Handbook is a required resource available on the NJSLEDS User Resources website. All districts must use it when preparing submissions.

Before submitting:

- Review all definitions, notes, and common errors.
- Understand that not every data element is required for every submission.
- Be clear on how each element should be implemented.

To support accurate, compliant data submissions:

- Share the handbook with your data coordinator or data administrator.
- Ensure that the data you collect aligns with NJDOE requirements.
- Review your data for accuracy—clean data now means fewer errors and saved time later.

If a definition is unclear or difficult to apply in your context, please contact the NJSLEDS Help Desk. We're here to help.

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Handbook Sections

The following information is provided for each data element in the State Assessment Registration Handbook:

Name of Data Element: The data element name used within the NJSLEDS system.

Definition of Data Elements: A brief description of the data element.

Functional, Policy or Legal Description: The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.

CEDS Mapping: An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).

Is This Data Element Required?: Indication of whether the data element is required for file submission.

Acceptable Values: Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.

Validation Checks: Specific data validation that will occur with respect to each data element.

Additional Notes: Additional relevant notes about the data element.

Common Errors: Guidance on how to resolve common errors within NJSLEDS.

Warnings: (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

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Use the SAR Template

The SAR Template is a key component of the data reporting processes.

Its purpose is to help you manage and report data to meet state and federal requirements.

We provide this template to collect core data for SAR and ensure that districts report consistent and accurate data in compliance with the law.

This template can be found under the State Assessment Registration User Resources on the NJSLEDS User Resources website.

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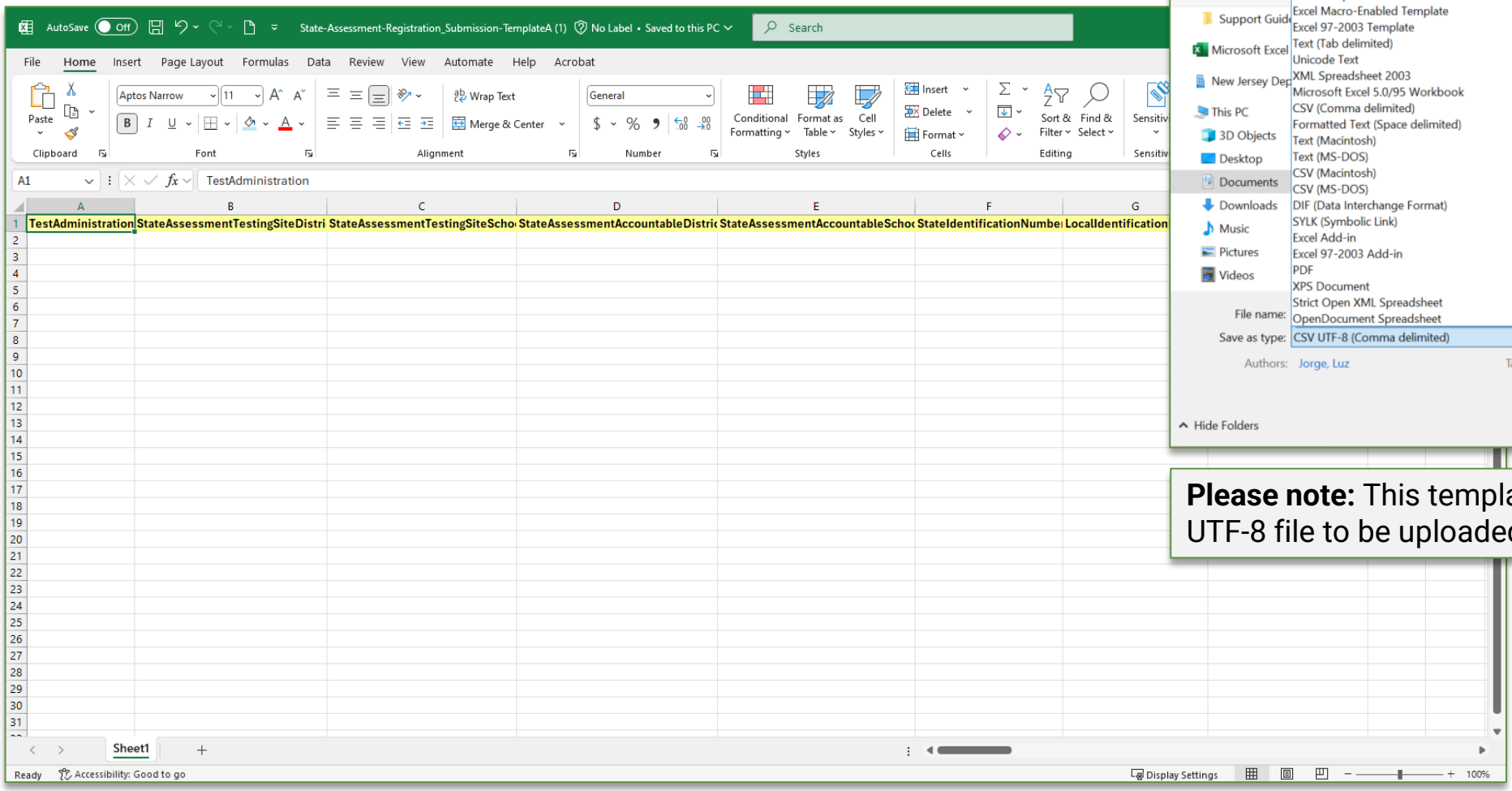
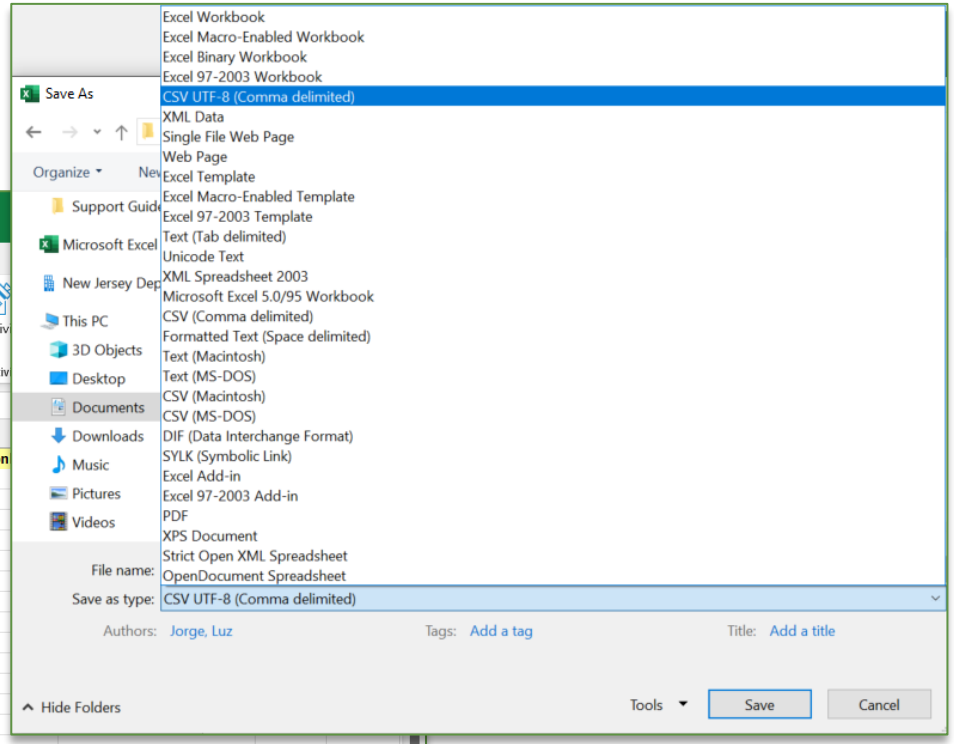
SAR Template A

This is a downloadable SAR template provided on the NJSLEDS User Resources website. Template A contains headers with lookup tables for the data elements.





Please note: This template must be saved as a .CSV UTF-8 file to be uploaded into the NJSLEDS system.

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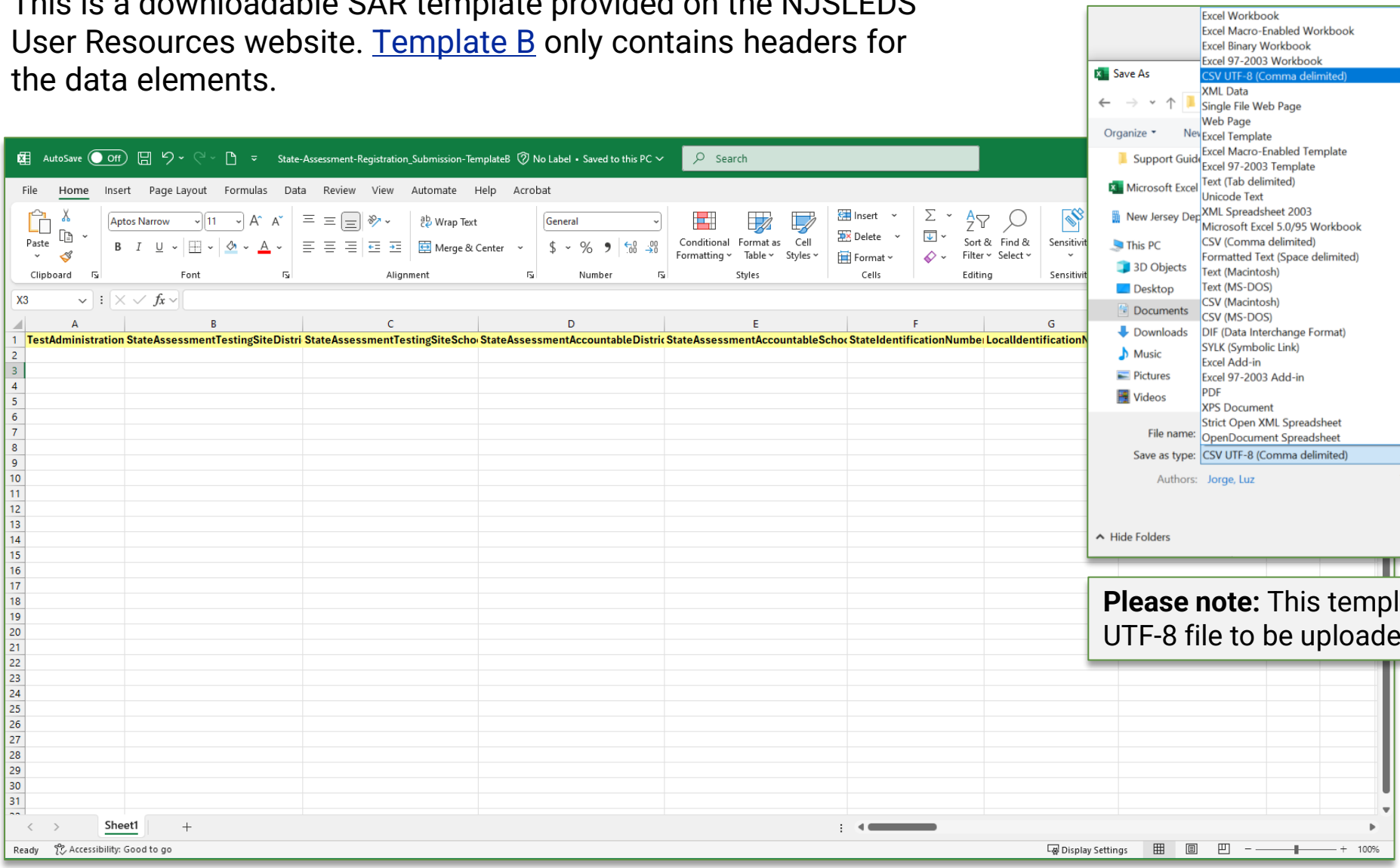
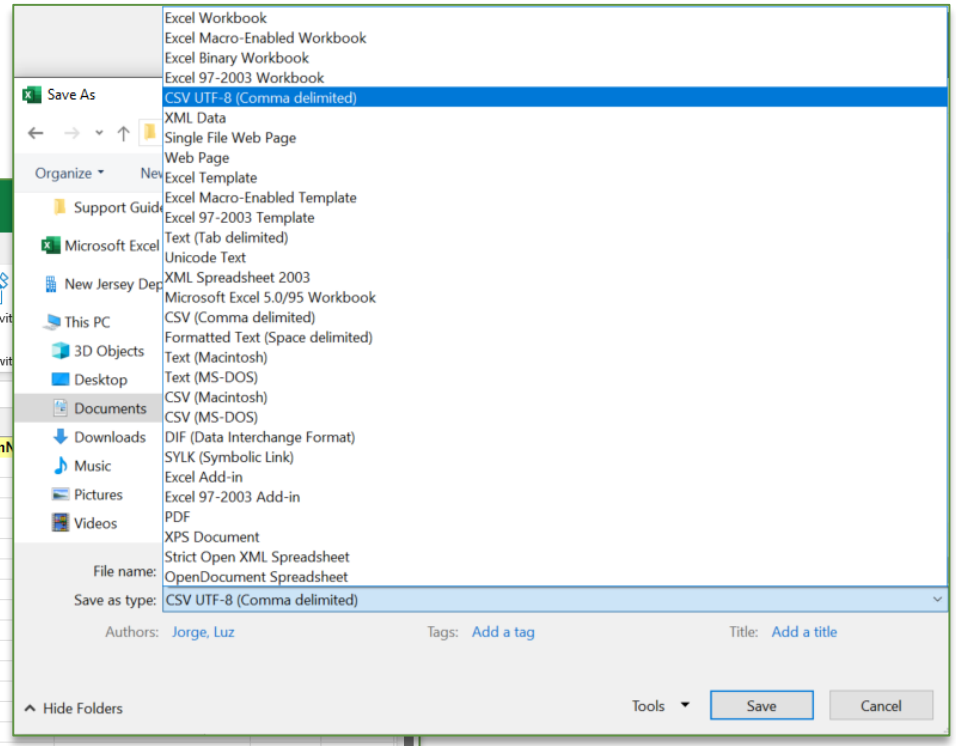
SAR Template B

This is a downloadable SAR template provided on the NJSLEDS User Resources website. Template B only contains headers for the data elements.





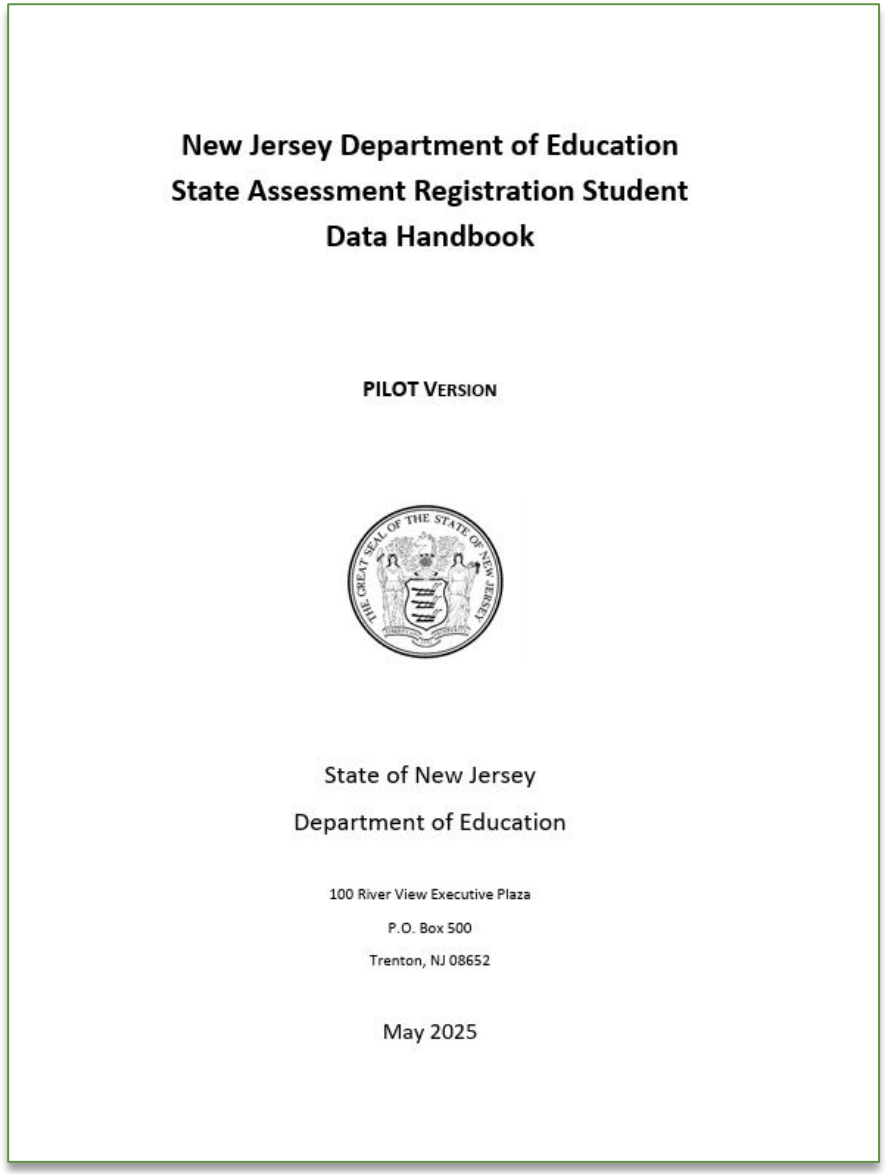
Please note: This template must be saved as a .CSV UTF-8 file to be uploaded into the NJSLEDS system.

NJ Statewide Longitudinal Education Data System

Step 2

Review and Validate Your Data

Review and Validate Your Data



New Jersey Department of Education
State Assessment Registration Student Data Handbook

PILOT VERSION

State of New Jersey
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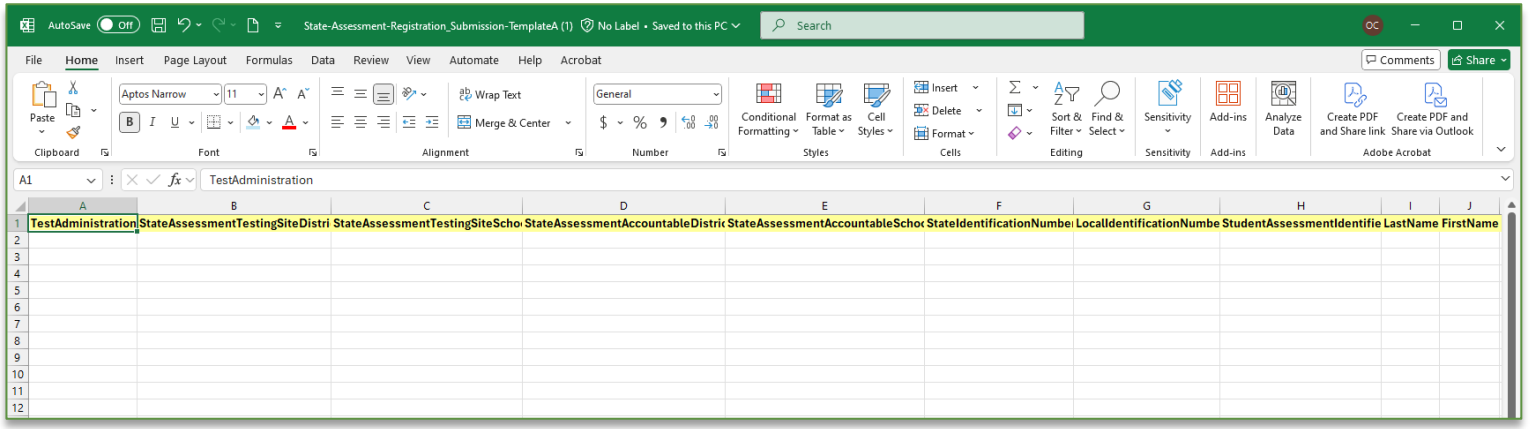
May 2025



Validate your data against the SAR Handbook:

- Check for missing fields
- Verify required fields
- Ensure correct formatting

Submitting clean, accurate data now helps prevent future errors—saving you time later.

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Step 3

Log Into the System

Department Of Education

Once a user account is created, a welcome email will be sent from NJSLEDS containing a username to access your account.

Enter username provided in the welcome email.

Enter password. Users will be asked to set up their password on their first login.

Log into NJSLEDS.

Empowering New Jersey's Education Future: Your Guide to Data Modernization

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) portal allows educational institutions to submit, store, and analyze individual student data over an extended period of time, tracking their academic progress, demographics, and other relevant information across multiple years. Additionally, the portal offers links to valuable resources and training materials designed to assist districts in navigating and fulfilling the data reporting requirements efficiently throughout the school year.

NJSLEDS User Resources

Visit the NJSLEDS User Resources Website for access to handbooks, templates, key documents, and other tools to support your work in NJSLEDS.

Accessing Your Account

To access your account, enter your username and password below and select Log In. If you do not have an account but need access to the NJDOE SLEDS Portal, or if you've forgotten your password, please reach out to the Help Desk at helpdesk-sleds-staging@doe.nj.gov.

Username

Password

Log in

Remember! If you edit or change the email associated to the user account, this may affect roles, permissions, and login access to other applications. If you have a special situation and need to update your email address connected to your account, please reach out to the Help Desk.

By accessing this site, you acknowledge that the work completed within the NJDOE SLEDS Portal is subject to the rules and requirements of the Family Educational Rig
NJDOE SLEDS Portal, you agree to the following terms.

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Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

Users will land on the Home tab upon login.

Users can refer to the Home page for submission and trainings schedules, and to contact the Help Desk via email.

Welcome to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS)!

This platform is designed to streamline the process of submitting and uploading essential data for student and staff information, ensuring compliance with state and federal requirements and supporting administrative efficiency.

By participating in the pilot, you and your district will play a vital role in helping the Department of Education collect this crucial data, ensure regulatory compliance, and potentially drive positive changes within our schools.

Important Note for Pilot Participants: Do Not Update SIS with Pilot Data

During the NJSLEDS pilot phases, districts should not update their SIS systems with corrections based on test data submissions. This pilot phase is designed to test and refine the system using test pilot data, not live production data.

- Any errors or discrepancies identified in pilot submissions should only be addressed within their submission .CSV UTF-8 file and not corrected in a district's SIS system.
- SIDs or SMIDs created or associated during the pilot are test SIDs or SMIDs and are not valid for live use. Any new SIDs or SMIDs or corrections to SIDs or SMIDs in NJSLEDS should not be updated in the SIS, as they do not represent real, valid identifiers.
- Districts should continue to follow their existing NJ SMART reporting procedures until NJSLEDS officially launches in September 2025. Once NJSLEDS goes live, districts will be expected to align their SIS updates with the new system.

Resources on FERPA

- FERPA and COVID-19 FAQ
- FERPA Training
- Subscription to Student Privacy Newsletter

Submission Schedule

Make sure to upload your Submissions before the scheduled dates below:

May 29, 2025: Launch Pilot 5 (State Assessment Registration and Performance Report) for Cohorts 1 and 2, Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3.

June 12, 2025: End Pilot 5 (State Assessment Registration and Performance Report) for Cohorts 1 and 2, Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3.

NJSLEDS User Resources

https://www.nj.gov/education/sleds/resources/

Trainings and Webinars

https://www.nj.gov/education/sleds/training/

Contact Help Desk

Step 4

Upload Your Student Management Data

Upload Student Management First

Before submitting your State Assessment Registration file, you must upload a current Student Management file to NJSLEDS.

Instructions

- Pull current Student Management records for all students who will be reported for SAR.
- Upload that Student Management file before submitting your SAR file.
- The upload process will follow the same steps you'll see for SAR in the upcoming slides.

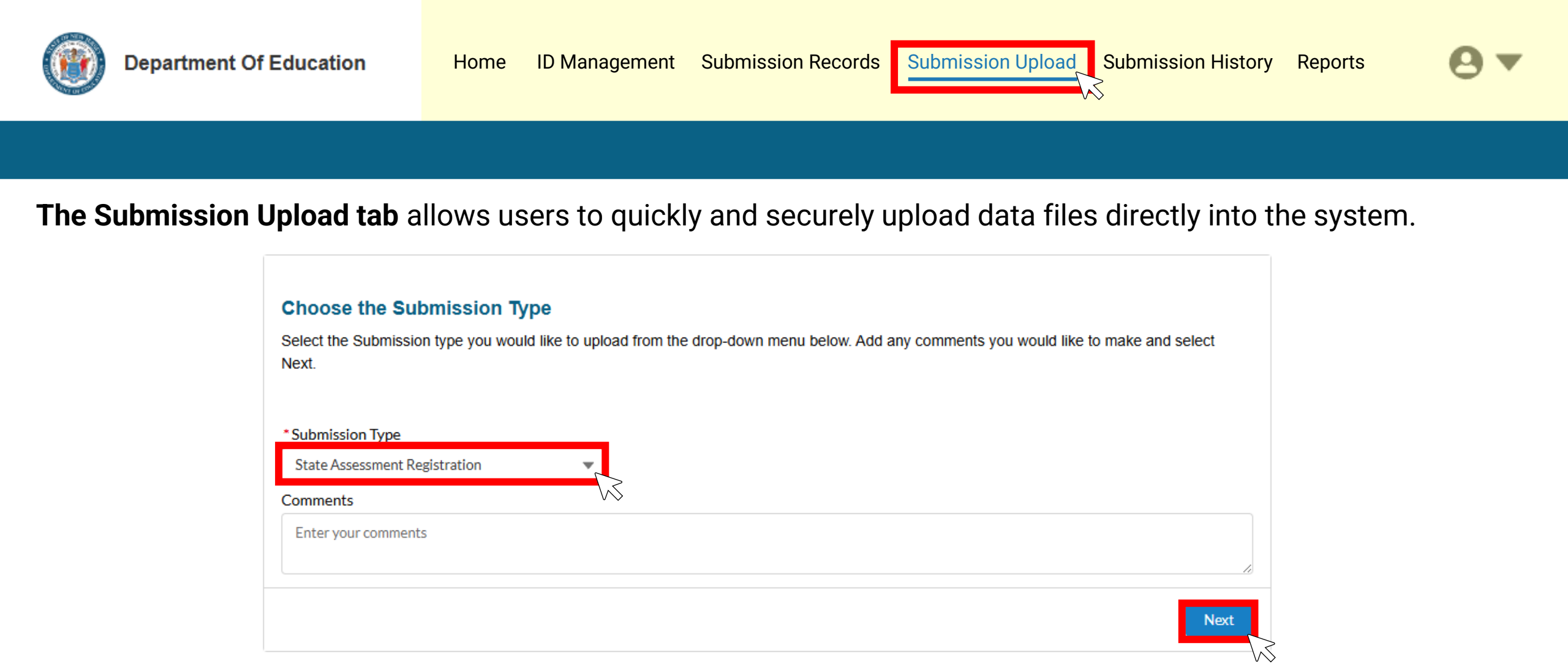
Why this matters in the pilot:

- Previous Student Management data has been wiped from the system.
- SAR records are validated against what's currently in Student Management.
- Missing or outdated Student Management records will result in submission errors.

SLEDS
NJ Statewide Longitudinal Education Data System

Step 5

Upload Your State Assessment Registration Data



The Submission Upload tab allows users to quickly and securely upload data files directly into the system.

Click on the "Submission Upload" tab. → Select "State Assessment Registration" in the Submission Type dropdown. → Enter any comments/notes related to the file you are submitting in the "Comments" text box. → Click "Next".

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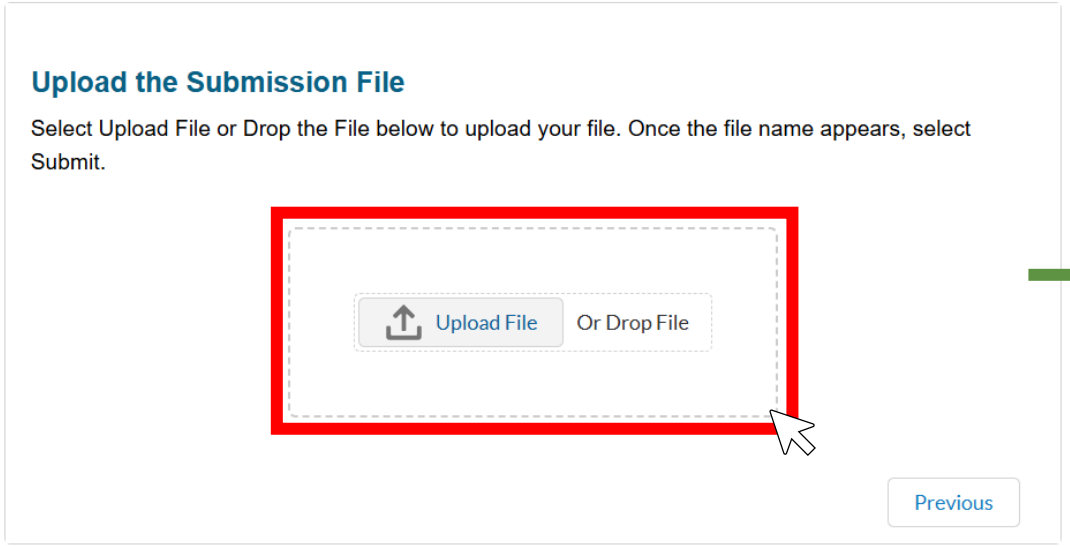
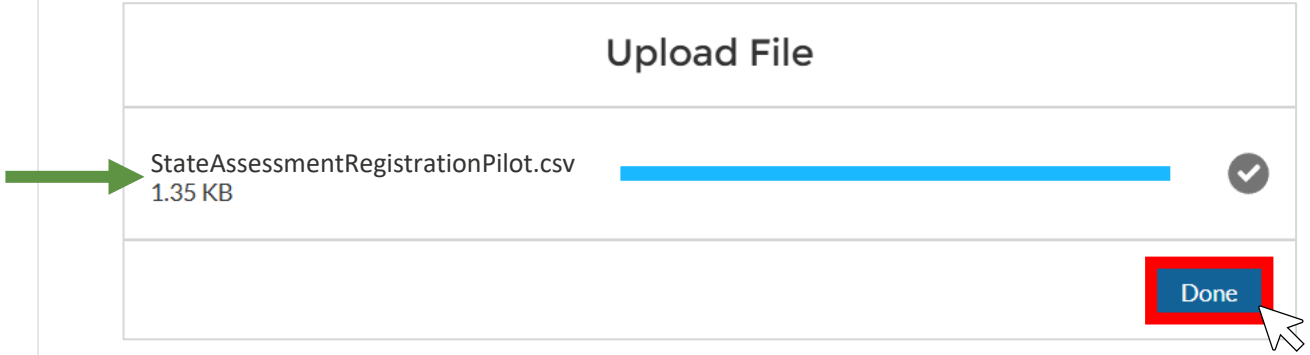
The Submission Upload tab allows users to quickly and securely upload data files directly into the system.





After clicking “Next”, you will be directed to upload your file.

Choose your .CSV UTF-8 file for the State Assessment Registration submission and either “Upload File” or drag and drop it into the gray square.

The file will immediately begin to process once uploaded. Click “Done.”

Users will be redirected to the Submission History tab.

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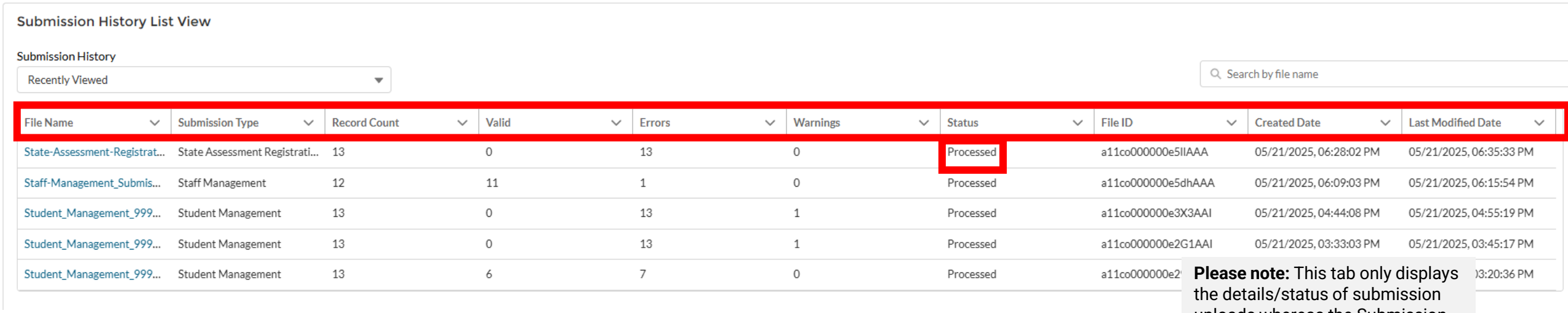
The Submission History tab allows users to view the status and details of their submission uploads, including errors and/or warnings during validation.



Submission History List View

Submission History

Recently Viewed

Search by file name

File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	File ID	Created Date	Last Modified Date
State-Assessment-Registrat...	State Assessment Registrati...	13	0	13	0	Processed	a11co000000e5IIAAA	05/21/2025, 06:28:02 PM	05/21/2025, 06:35:33 PM
Staff-Management_Submis...	Staff Management	12	11	1	0	Processed	a11co000000e5dhAAA	05/21/2025, 06:09:03 PM	05/21/2025, 06:15:54 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e3X3AAI	05/21/2025, 04:44:08 PM	05/21/2025, 04:55:19 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e2G1AAI	05/21/2025, 03:33:03 PM	05/21/2025, 03:45:17 PM
Student_Management_999...	Student Management	13	6	7	0	Processed	a11co000000e2		03:20:36 PM

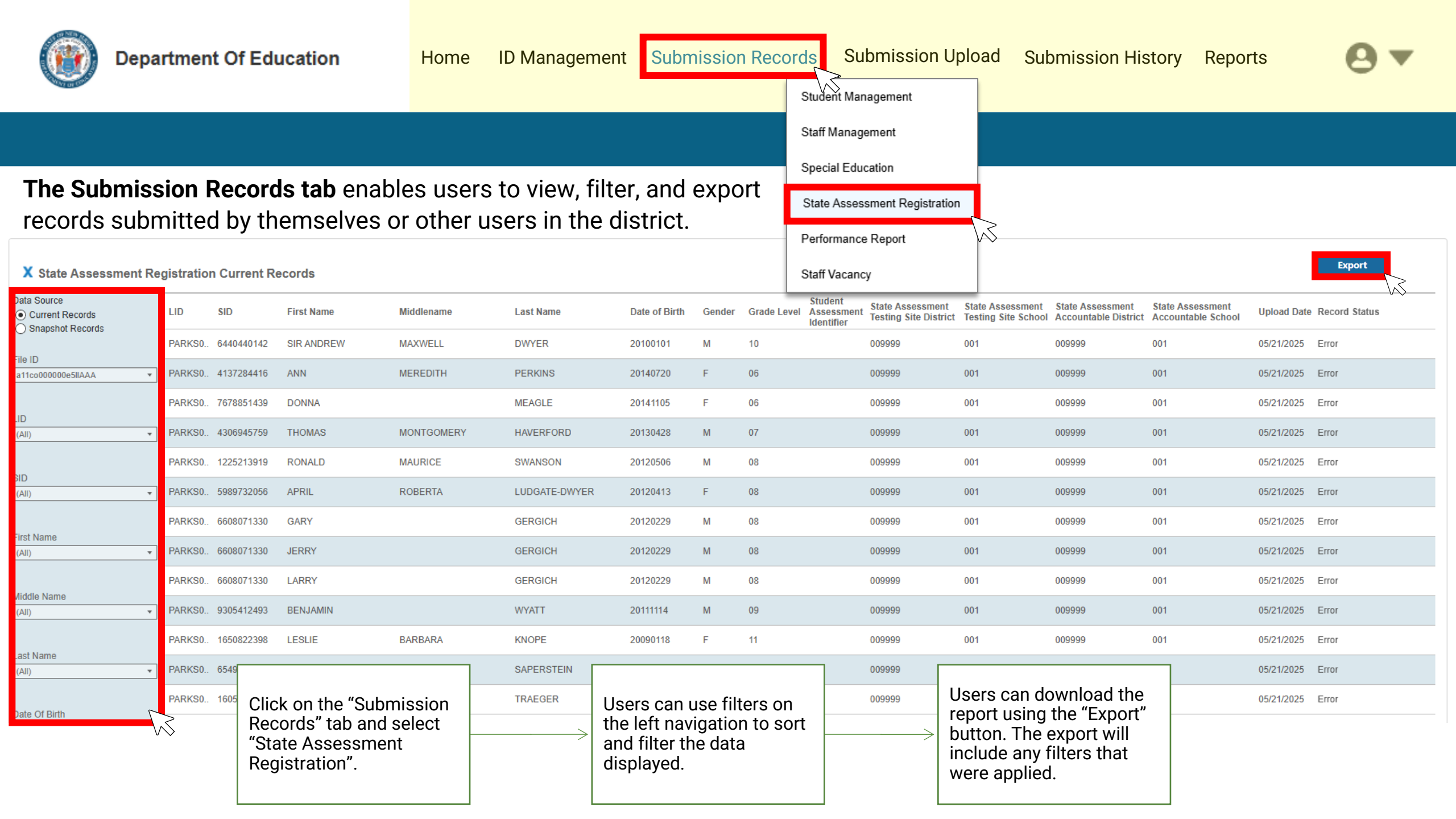
Please note: This tab only displays the details/status of submission uploads whereas the Submission Records tab provides a historical view of all submitted records.

Once the file is submitted, users will land on the "Submission History" tab, where users can track uploads and status updates.

→ File status will show "In Process" immediately after upload.

→ File status will update to "Processed" once validation process is complete.

→ Users will receive an email once upload is processed, including any errors found during validation. Check for errors.


Department Of Education
Home
ID Management
Submission Records
Submission Upload
Submission History
Reports
Student Management
Staff Management
Special Education
State Assessment Registration
Performance Report
Staff Vacancy
The Submission Records tab enables users to view, filter, and export records submitted by themselves or other users in the district.
State Assessment Registration Current Records
Export
Data Source
Current Records
Snapshot Records
File ID
LID
SID
First Name
Middle Name
Last Name
Date Of Birth
LID SID First Name Middlename Last Name Date of Birth Gender Grade Level Student Assessment Identifier State Assessment Testing Site District State Assessment Testing Site School State Assessment Accountable District State Assessment Accountable School Upload Date Record Status
PARKS0.. 6440440142 SIR ANDREW MAXWELL DWYER 20100101 M 10 009999 001 009999 001 05/21/2025 Error
PARKS0.. 4137284416 ANN MEREDITH PERKINS 20140720 F 06 009999 001 009999 001 05/21/2025 Error
PARKS0.. 7678851439 DONNA MEAGLE 20141105 F 06 009999 001 009999 001 05/21/2025 Error
PARKS0.. 4306945759 THOMAS MONTGOMERY HAVERFORD 20130428 M 07 009999 001 009999 001 05/21/2025 Error
PARKS0.. 1225213919 RONALD MAURICE SWANSON 20120506 M 08 009999 001 009999 001 05/21/2025 Error
PARKS0.. 5989732056 APRIL ROBERTA LUDGATE-DWYER 20120413 F 08 009999 001 009999 001 05/21/2025 Error
PARKS0.. 6608071330 GARY GERGICH 20120229 M 08 009999 001 009999 001 05/21/2025 Error
PARKS0.. 6608071330 JERRY GERGICH 20120229 M 08 009999 001 009999 001 05/21/2025 Error
PARKS0.. 6608071330 LARRY GERGICH 20120229 M 08 009999 001 009999 001 05/21/2025 Error
PARKS0.. 9305412493 BENJAMIN WYATT 20111114 M 09 009999 001 009999 001 05/21/2025 Error
PARKS0.. 1650822398 LESLIE BARBARA KNOPE 20090118 F 11 009999 001 009999 001 05/21/2025 Error
SAPERSTEIN
TRAEGER
Click on the “Submission Records” tab and select “State Assessment Registration”.
Users can use filters on the left navigation to sort and filter the data displayed.
Users can download the report using the “Export” button. The export will include any filters that were applied.

Any questions on what we’ve covered so far?

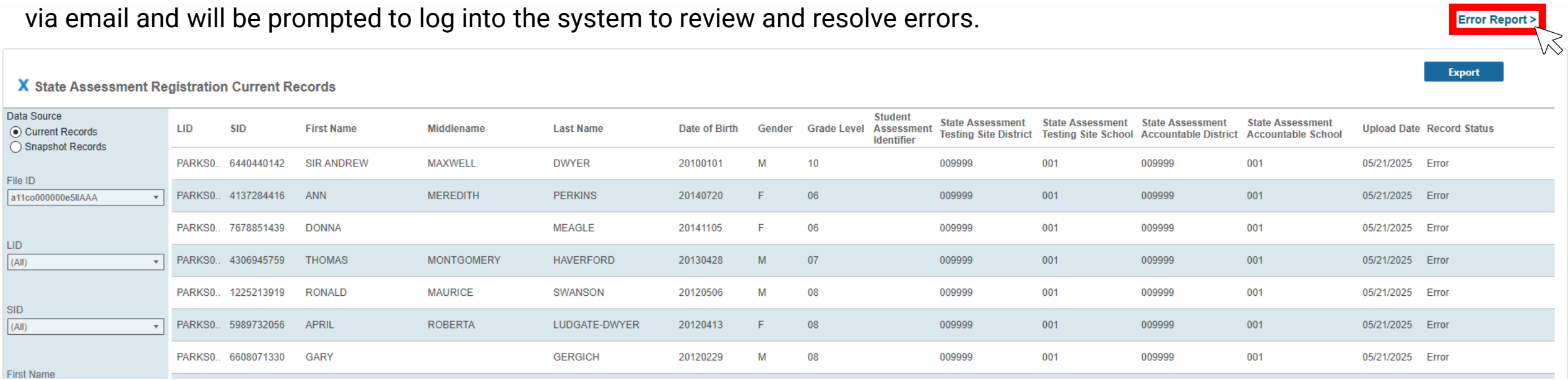
Step 7

Review and Clean Up Your Errors

Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

The Submission Records tab allows users to view error reports if their submission contains errors. Users will be notified via email and will be prompted to log into the system to review and resolve errors.



LID	SID	First Name	Middlename	Last Name	Date of Birth	Gender	Grade Level	Student Assessment Identifier	State Assessment Testing Site District	State Assessment Testing Site School	State Assessment Accountable District	State Assessment Accountable School	Upload Date	Record Status
PARKS0..	6440440142	SIR ANDREW	MAXWELL	DWYER	20100101	M	10		009999	001	009999	001	05/21/2025	Error
PARKS0..	4137284416	ANN	MEREDITH	PERKINS	20140720	F	06		009999	001	009999	001	05/21/2025	Error
PARKS0..	7678851439	DONNA		MEAGLE	20141105	F	06		009999	001	009999	001	05/21/2025	Error
PARKS0..	4306945759	THOMAS	MONTGOMERY	HAVERFORD	20130428	M	07		009999	001	009999	001	05/21/2025	Error
PARKS0..	1225213919	RONALD	MAURICE	SWANSON	20120506	M	08		009999	001	009999	001	05/21/2025	Error
PARKS0..	5989732056	APRIL	ROBERTA	LUDGATE-DWYER	20120413	F	08		009999	001	009999	001	05/21/2025	Error
PARKS0..	6608071330	GARY		GERGICH	20120229	M	08		009999	001	009999	001	05/21/2025	Error

Log into NJSLEDS. → Click on the "Submission Records" tab and select "State Assessment Registration". → Click on "Error Report" in the top right corner of the navigation.

Please note: The error report layout will be different than the submission layout. It should only be used as a guide.

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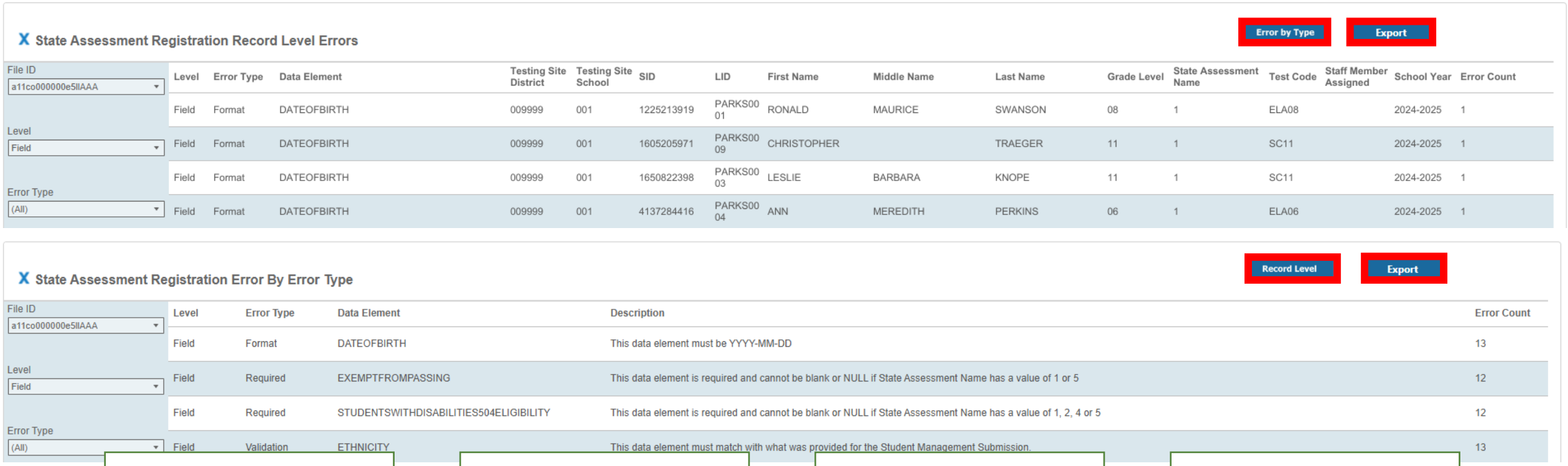
Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

The Error Report allows users to view any error found in the submission during validation.



X State Assessment Registration Record Level Errors

Error by Type | Export

File ID: a11co000000e5IIAAA

Level: Field

Error Type: (All)

Level	Error Type	Data Element	Testing Site District	Testing Site School	SID	LID	First Name	Middle Name	Last Name	Grade Level	State Assessment Name	Test Code	Staff Member Assigned	School Year	Error Count
Field	Format	DATEOFBIRTH	009999	001	1225213919	PARKS0001	RONALD	MAURICE	SWANSON	08	1	ELA08		2024-2025	1
Field	Format	DATEOFBIRTH	009999	001	1605205971	PARKS0009	CHRISTOPHER		TRAEGER	11	1	SC11		2024-2025	1
Field	Format	DATEOFBIRTH	009999	001	1650822398	PARKS0003	LESLIE	BARBARA	KNOPE	11	1	SC11		2024-2025	1
Field	Format	DATEOFBIRTH	009999	001	4137284416	PARKS0004	ANN	MEREDITH	PERKINS	06	1	ELA06		2024-2025	1

X State Assessment Registration Error By Error Type

Record Level | Export

File ID: a11co000000e5IIAAA

Level: Field

Error Type: (All)

Level	Error Type	Data Element	Description	Error Count
Field	Format	DATEOFBIRTH	This data element must be YYYY-MM-DD	13
Field	Required	EXEMPTFROMPASSING	This data element is required and cannot be blank or NULL if State Assessment Name has a value of 1 or 5	12
Field	Required	STUDENTSWITHDISABILITIES504ELIGIBILITY	This data element is required and cannot be blank or NULL if State Assessment Name has a value of 1, 2, 4 or 5	12
Field	Validation	ETHNICITY	This data element must match with what was provided for the Student Management Submission.	13

The error report will auto-display Record Level errors. To sort errors by type, click on “Error By Type” in the top right corner. Users can toggle back and forth to each view.

→

Users can use filters on the left navigation to sort and filter their errors.

→

To see details about a specific error, click on any record in the error report.

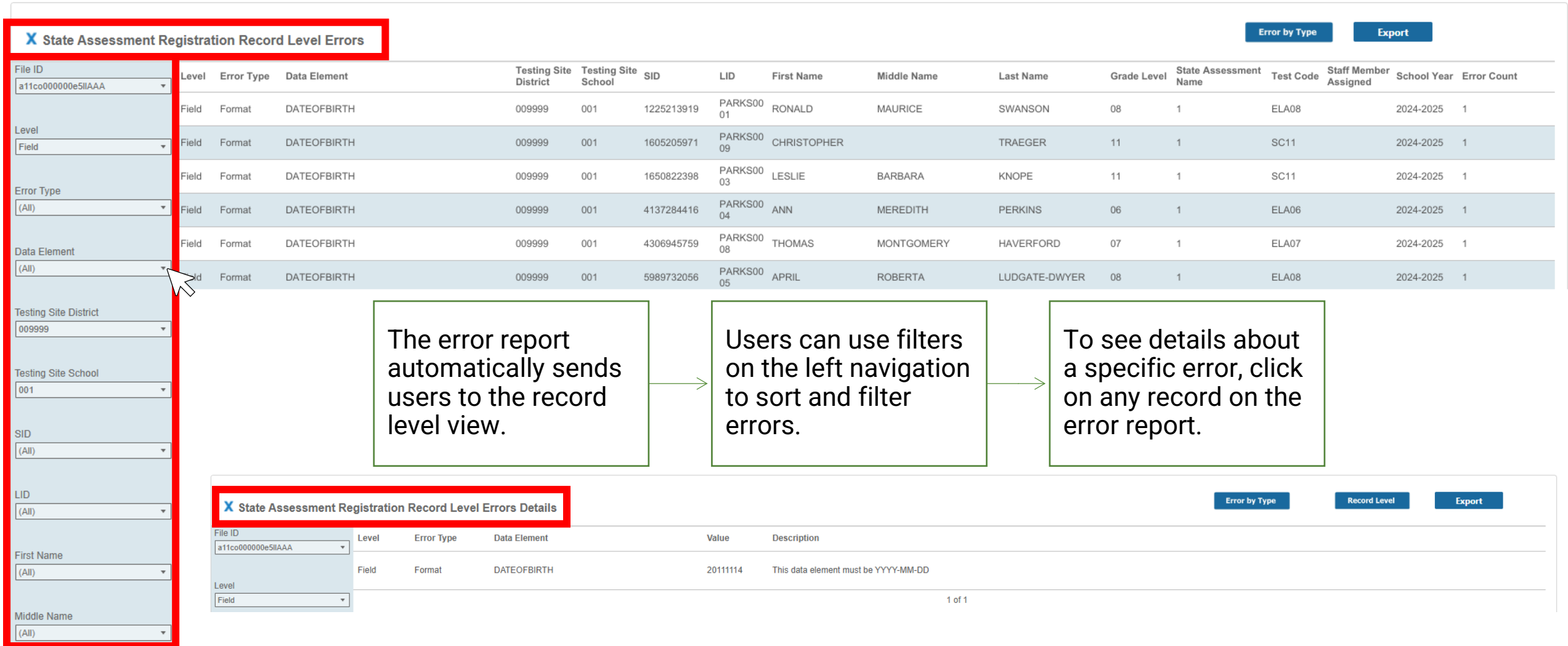
→

Export your error report to review and resolve your errors efficiently.

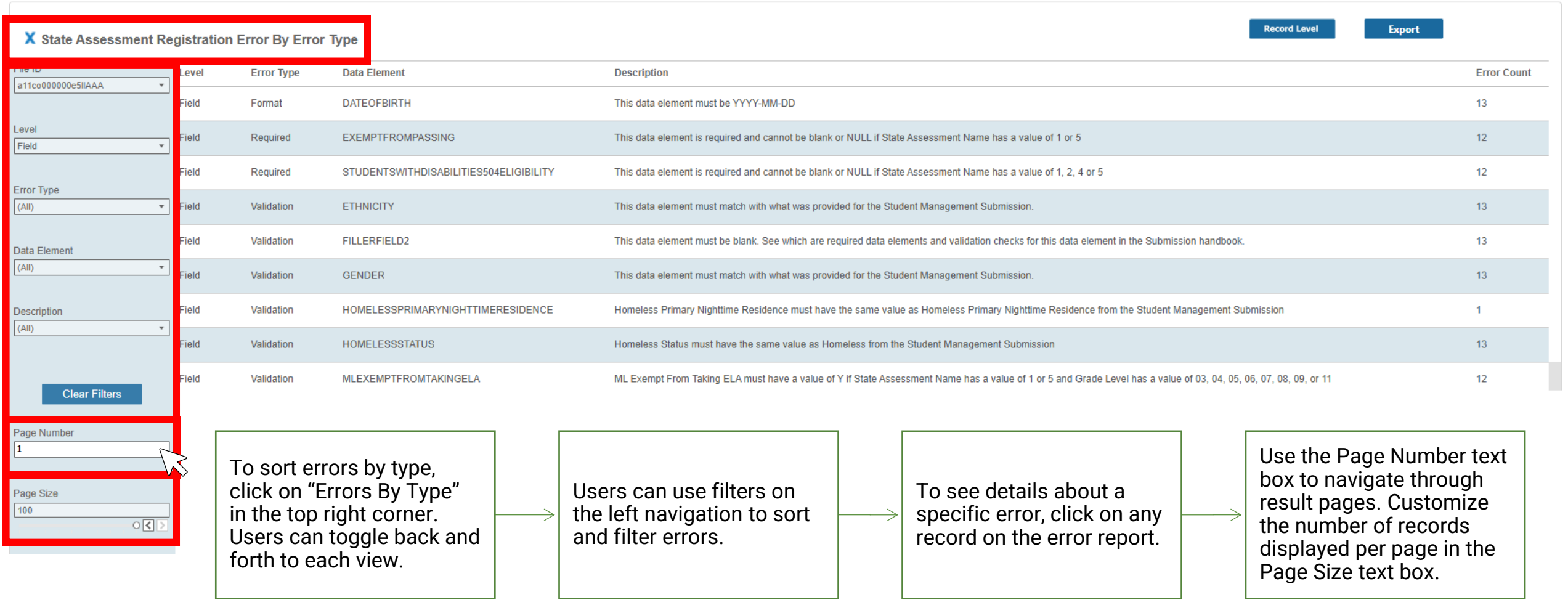
Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

The Error Report allows users to view and sort **errors by level**. This will be the default view when entering the Error Report section.



The Error Report allows users to view and sort **errors by type**.



To sort errors by type, click on “Errors By Type” in the top right corner. Users can toggle back and forth to each view.

Users can use filters on the left navigation to sort and filter errors.

To see details about a specific error, click on any record on the error report.

Use the Page Number text box to navigate through result pages. Customize the number of records displayed per page in the Page Size text box.

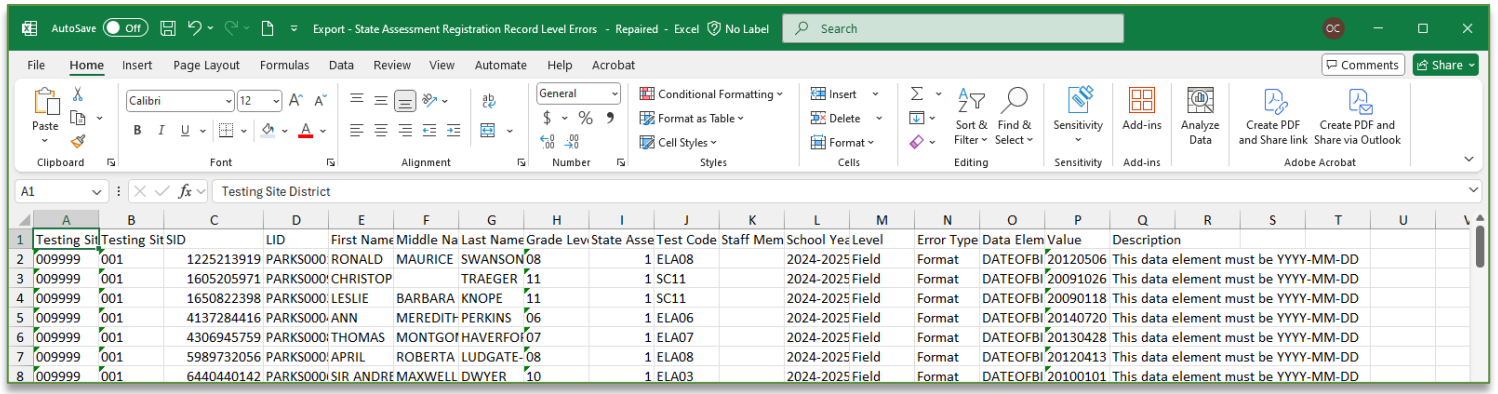
The Submission Records tab allows users to export error reports and download onto their device if their submission contains errors.

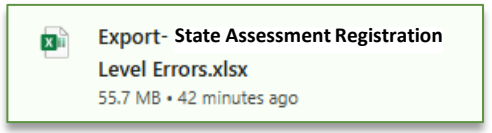
State Assessment Registration Record Level Errors

Error by Type | Export

File ID: a11co000000e5IIAAA
Level: Field
Error Type: (All)
Data Element: (All)
Testing Site District: 009999
Testing Site School: 001
SID: (All)
LID: (All)
First Name: (All)
Middle Name: (All)

Level	Error Type	Data Element	Testing Site District	Testing Site School	SID	LID	First Name	Middle Name	Last Name	Grade Level	State Assessment Name	Test Code	Staff Member Assigned	School Year	Error Count
Field	Format	DATEOFBIRTH	009999	001	1225213919	PARKS00001	RONALD	MAURICE	SWANSON	08	1	ELA08		2024-2025	1
Field	Format	DATEOFBIRTH	009999	001	1605205971	PARKS00009	CHRISTOPHER		TRAEGER	11	1	SC11		2024-2025	1
Field	Format	DATEOFBIRTH	009999	001	1650822398	PARKS00003	LESLIE	BARBARA	KNOPE	11	1	SC11		2024-2025	1

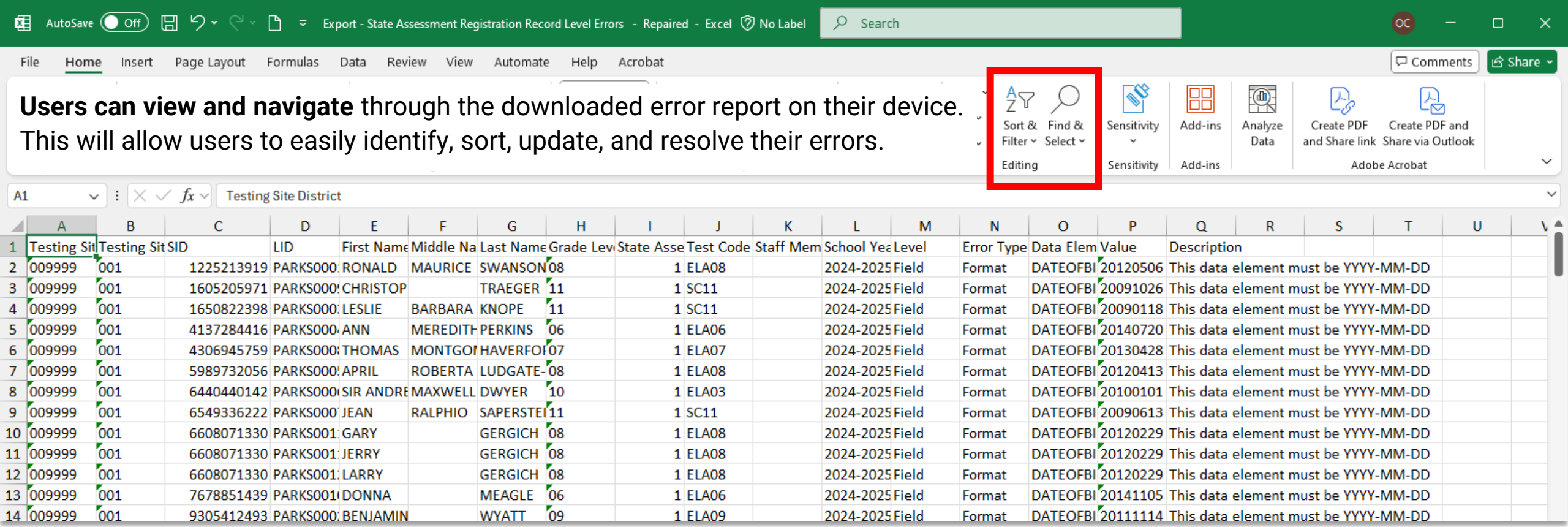




Click on the “Export” button within the Error Report. → The export will include any filters that were applied. → Check your “Downloads” folder on your device to open export.

Please note: The error report layout will be different than the submission layout. It should only be used as a guide.

Users can view and navigate through the downloaded error report on their device. This will allow users to easily identify, sort, update, and resolve their errors.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Testing Sit	Testing Sit	SID	LID	First Name	Middle Na	Last Name	Grade Lev	State Asse	Test Code	Staff Mem	School Yea	Level	Error Type	Data Elem	Value	Description				
2	009999	001	1225213919	PARKS000	RONALD	MAURICE	SWANSON	08	1	ELA08		2024-2025	Field	Format	DATEOFBI	20120506	This data element must be YYYY-MM-DD				
3	009999	001	1605205971	PARKS000	CHRISTOP		TRAEGER	11	1	SC11		2024-2025	Field	Format	DATEOFBI	20091026	This data element must be YYYY-MM-DD				
4	009999	001	1650822398	PARKS000	LESLIE	BARBARA	KNOPE	11	1	SC11		2024-2025	Field	Format	DATEOFBI	20090118	This data element must be YYYY-MM-DD				
5	009999	001	4137284416	PARKS000	ANN	MEREDITH	PERKINS	06	1	ELA06		2024-2025	Field	Format	DATEOFBI	20140720	This data element must be YYYY-MM-DD				
6	009999	001	4306945759	PARKS000	THOMAS	MONTGOI	HAVERFOI	07	1	ELA07		2024-2025	Field	Format	DATEOFBI	20130428	This data element must be YYYY-MM-DD				
7	009999	001	5989732056	PARKS000	APRIL	ROBERTA	LUDGATE-	08	1	ELA08		2024-2025	Field	Format	DATEOFBI	20120413	This data element must be YYYY-MM-DD				
8	009999	001	6440440142	PARKS000	SIR ANDRE	MAXWELL	DWYER	10	1	ELA03		2024-2025	Field	Format	DATEOFBI	20100101	This data element must be YYYY-MM-DD				
9	009999	001	6549336222	PARKS000	JEAN	RALPHIO	SAPERSTEI	11	1	SC11		2024-2025	Field	Format	DATEOFBI	20090613	This data element must be YYYY-MM-DD				
10	009999	001	6608071330	PARKS001	GARY		GERGICH	08	1	ELA08		2024-2025	Field	Format	DATEOFBI	20120229	This data element must be YYYY-MM-DD				
11	009999	001	6608071330	PARKS001	JERRY		GERGICH	08	1	ELA08		2024-2025	Field	Format	DATEOFBI	20120229	This data element must be YYYY-MM-DD				
12	009999	001	6608071330	PARKS001	LARRY		GERGICH	08	1	ELA08		2024-2025	Field	Format	DATEOFBI	20120229	This data element must be YYYY-MM-DD				
13	009999	001	7678851439	PARKS001	DONNA		MEAGLE	06	1	ELA06		2024-2025	Field	Format	DATEOFBI	20141105	This data element must be YYYY-MM-DD				
14	009999	001	9305412493	PARKS000	BENJAMIN		WYATT	09	1	ELA09		2024-2025	Field	Format	DATEOFBI	20111114	This data element must be YYYY-MM-DD				

Access your Downloads Folder on your device and open the file.

→

Click on Sort & Filter button to add filters on columns.

→

Navigate through sorted data to easily identify and resolve errors. Apply these changes to your SIS and re-pull your submission.

Please note: The error report layout will be different than the submission layout. It should only be used as a guide.

No Editing in NJSLEDS: Source vs. Target Systems

- In NJ SMART, users could fix errors right in the platform.
- In NJSLEDS, this is no longer possible.

NJSLEDS is a target system, not a working data tool. It reflects your data—it does not generate or manage it.

Source System: SIS or data collection system		Target System: NJSLEDS
• **The foundation:** Where data originates and is maintained. • **Editable:** Updates should always be made here first. • **Feeds into the target system:** Ensures consistent and accurate data.	**vs.**	• **The reporting destination:** Where data is submitted for state reporting. • **Not editable:** Changes cannot be made directly here. • **Designed for scalability:** Supports longitudinal tracking over time.

SLEDS
NJ Statewide Longitudinal Education Data System

Why this Change Matters

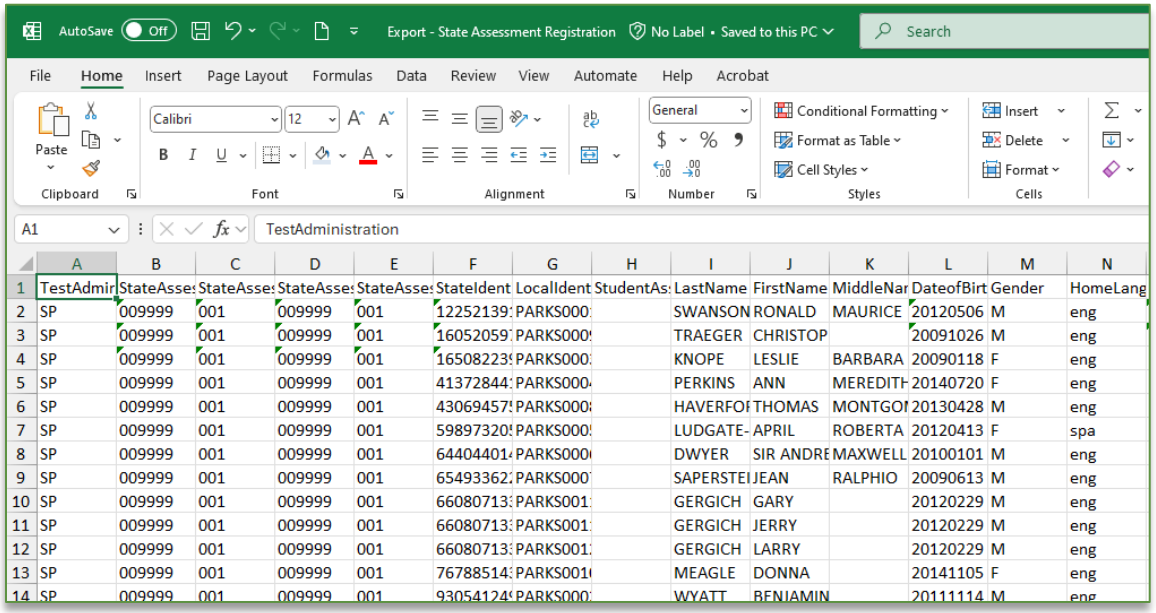
Editing data at the source is a best practice.

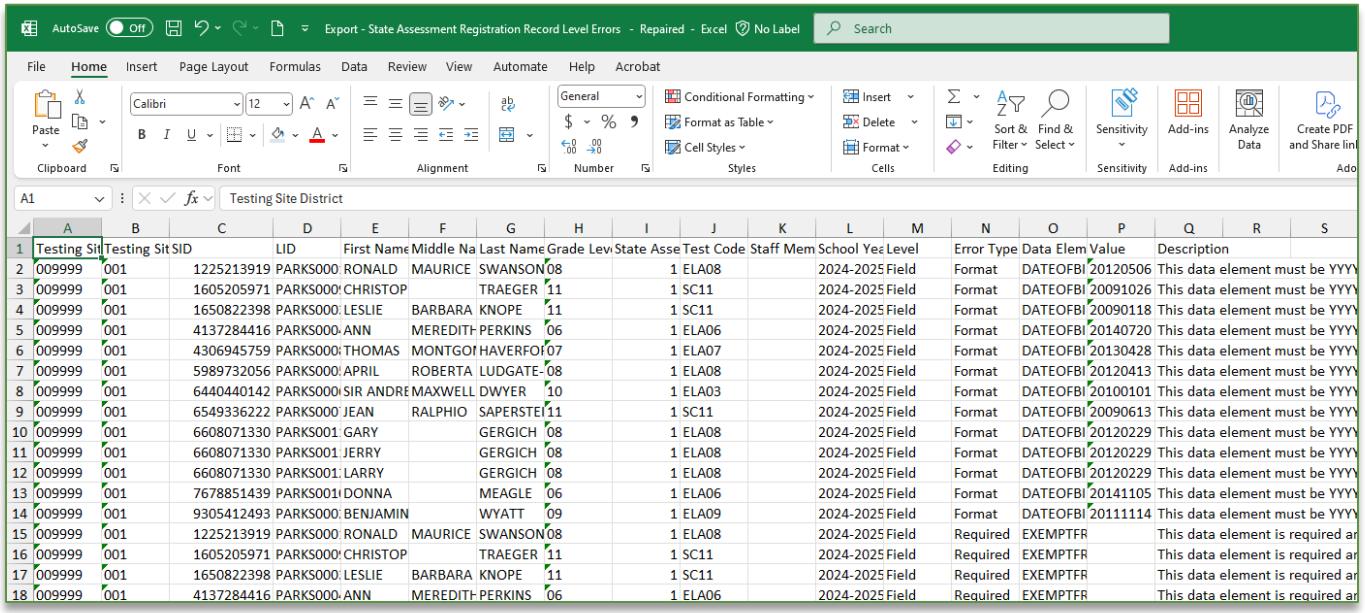
This shift supports:

- **Data quality:** One source of truth—no conflicts or overrides
- **Accountability:** Matches how we report to the federal government
- **Scalability:** Sets the foundation for future automation
- **Security:** Reduces risk of data errors from in-system edits in the future

SLEDS
NJ Statewide Longitudinal Education Data System

Editing Submitted Records for NJSLEDS





Steps to Test Error Fixing in Pilot and Soft Launch:

1. Filter submission records to show only those with an error status
2. Export both your filtered submission file and your error report
3. Compare files side-by-side to find the issue in each record
4. Correct errors in the CSV file—not in your SIS.
5. Save as a .CSV UTF-8 and reupload to NJSLEDS.

Reminder: This is a test environment. Use it to explore, not to fix everything.

SLEDS
NJ Statewide Longitudinal Education Data System

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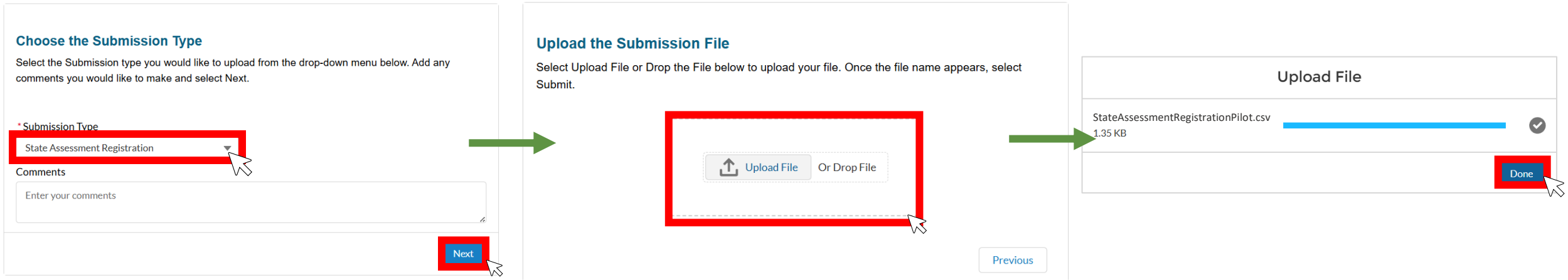
The Submission Upload tab allows users to re-submit State Assessment Registration data once errors are resolved.



Resolve and update errors within your submission file/source system, then navigate to the "Submission Upload" tab in NJSLEDS.

→ Ensure your submission includes correct headers. Upload new submission file into your source system.

→ Reupload new submission file from source system into NJSLEDS. System will override any records where errors have been resolved.

→ Click "Done" and confirm file is successfully processed without errors.

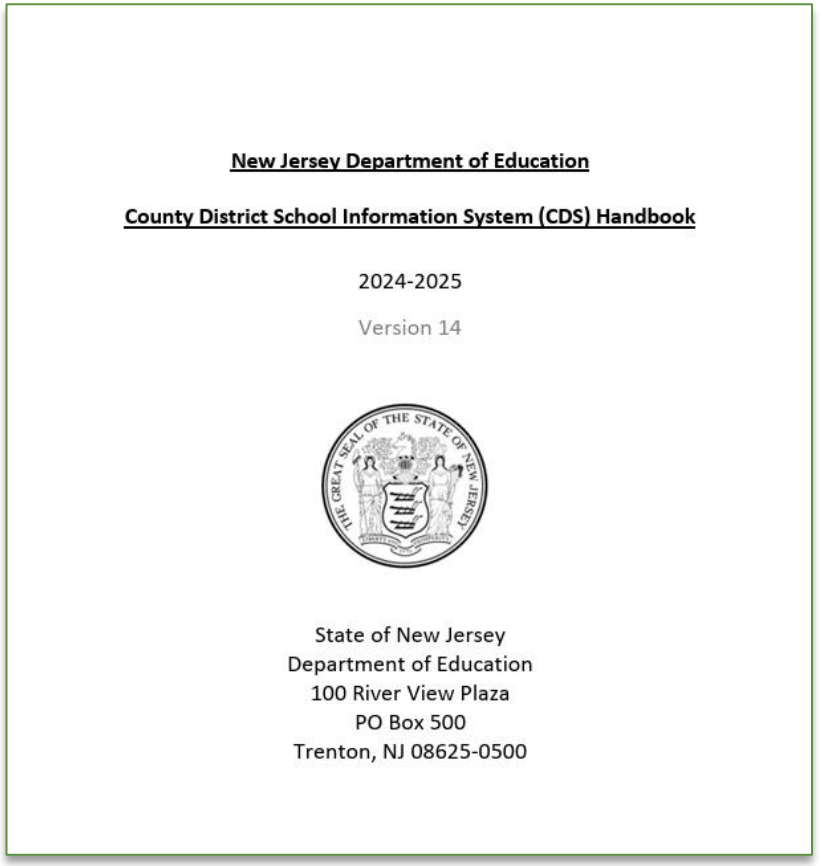
Please note: The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.

Errors for CDS Codes

District Staff assignments must be reported using the appropriate CDS Codes as specified in the CDS application.

To find a list of valid codes, please refer to the County District School Code List.

If you are unable to find a school code for the staff's location within the current NJSLEDS County District School Code List, kindly contact the NJSLEDS Helpdesk.



New Jersey Department of Education

County District School Information System (CDS) Handbook

2024-2025

Version 14

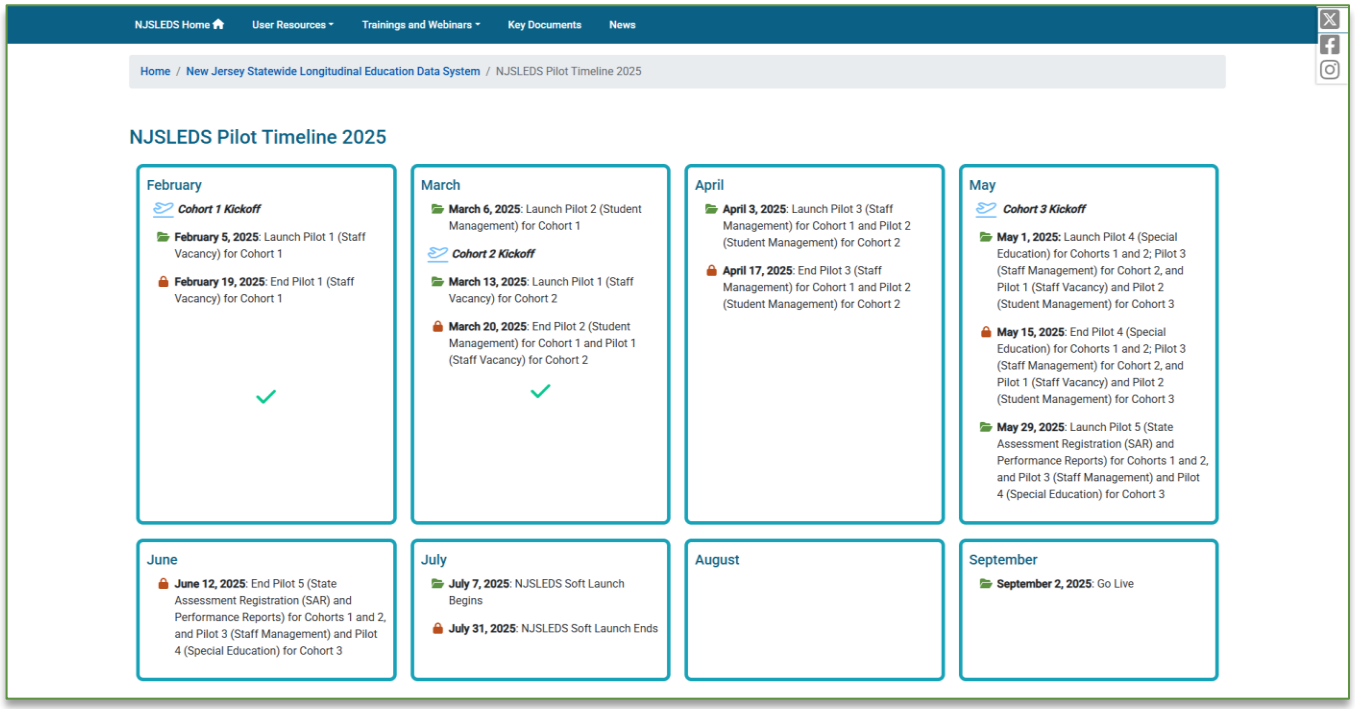
State of New Jersey
Department of Education
100 River View Plaza
PO Box 500
Trenton, NJ 08625-0500

SLEDS
NJ Statewide Longitudinal Education Data System

Step 8

Submit by the Deadline

Submit by the Pilot Deadline

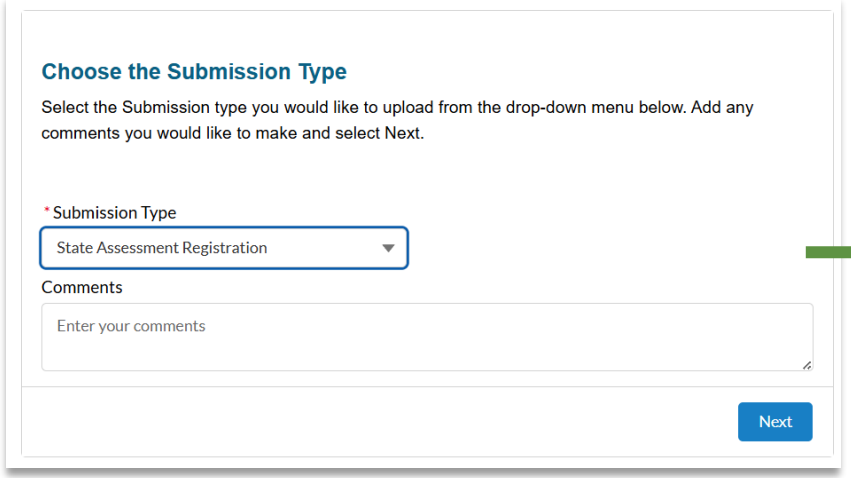


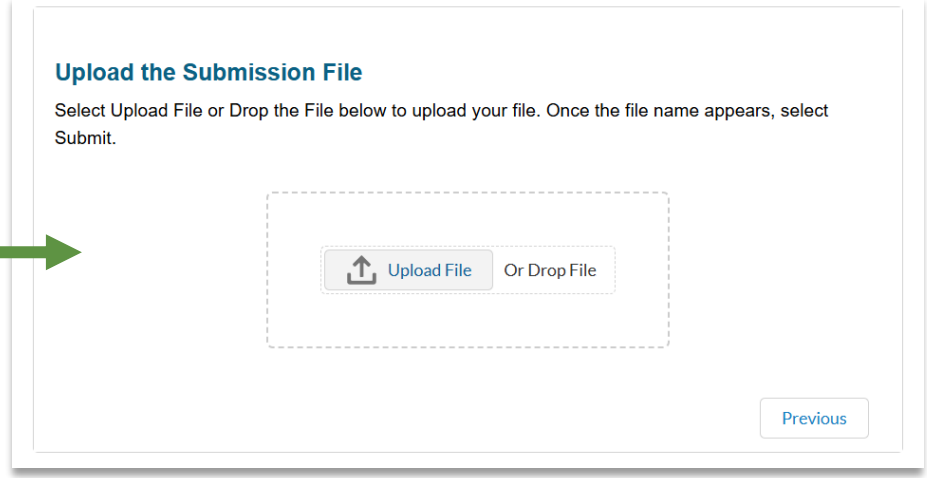
Navigate to the Home page of the NJSLEDS User Resources site.

Check the submission schedule and ensure all data is complete by **June 12, 2025.**

Navigate to Submission Upload tab in NJSLEDS.

Upload submission and confirm file is successfully processed without errors.





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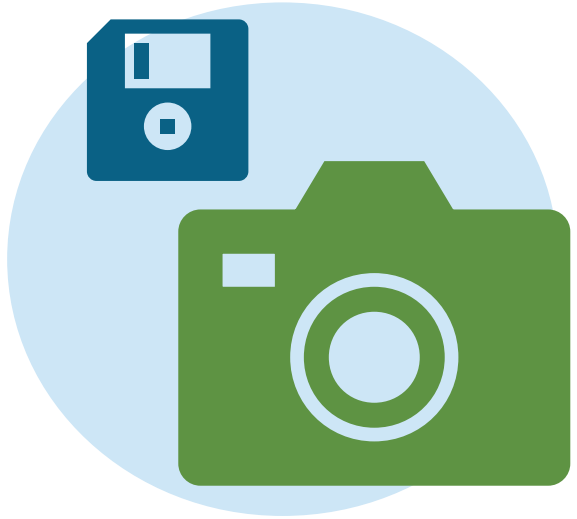
Pilot “Snapshot”

During the pilots, we will be mimicking a “Snapshot” on the last day of each pilot.

The current warehouse was loaded with the fall 2024 snapshot data. Our development team is working to pull in the current NJ SMART data. This is occurring bi-weekly so some errors may occur during snapshot based on old data.



We appreciate your patience!

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Friendly Reminders

Receive	Users will receive access to their NJSLEDS accounts and an email with their login credentials the day of the pilot launch.
Review and utilize	Review and utilize user resources provided by the NJDOE.
Check	Check the submissions schedule on the User Resources website to ensure data is submitted in a timely manner.
Contact	Contact the Help Desk if you have questions or need assistance.

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Resources and Support

NJSLEDS Login (users will receive access to their accounts and an email with login credentials on the day of the pilot launch)

Help Desk: helpdesk-sleds-staging@doe.nj.gov or 609-376-3970

State Assessment Registration Handbook

NJSLEDS User Resources Website

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Contacting the Help Desk

Email helpdesk-sleds-staging@doe.nj.gov or call 609-376-3970.

Provide your full name, district/school code, and reason for inquiry.

Refer to your case number and confirmation email sent by NJSLEDS.

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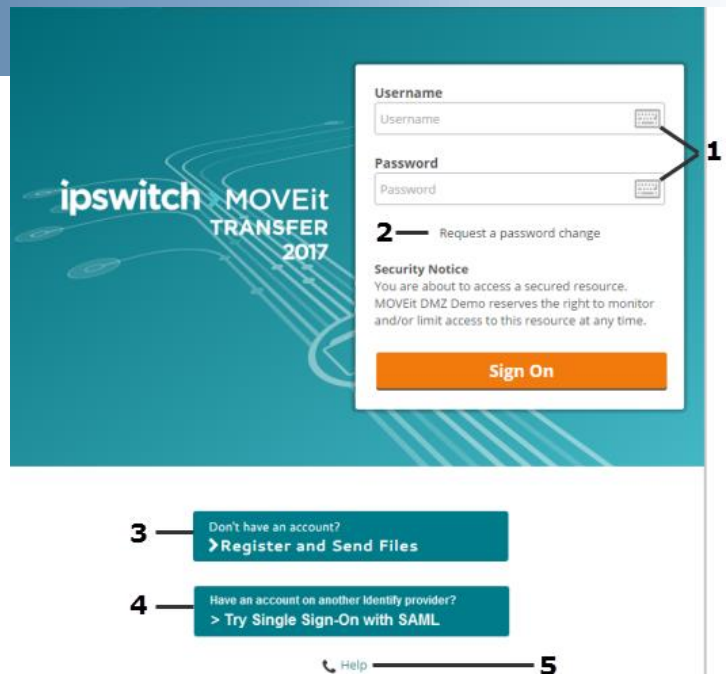
Contacting Help Desk – Secure Emails

If your message to the Help Desk includes any of the following, please request a Secure Email before sending:

1. Personal Identifiable Information (PII) i.e. student's name, SMID number, and/or DOB
2. A file attachment

Our email encryption process:

The NJDOE uses the MOVEit Transfer, a secure file transfer server/service for sharing and transferring files and data.



The NJSLEDS help desk will send you a request through MOVEit to send a file

You will receive an email notification containing a secure Username and Temporary Password and a link to the MOVEit platform.

Click on the URL at the bottom of the email. This will open your browser.

In the opened browser, fill in the previously provided Username and Temporary Password.

Reply to the secure email with your inquiry.

Call the Help Desk if you need further assistance.

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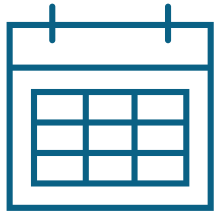
Help Desk Office Hours

Upcoming Office Hours

Thursday, May 29	11:00-12:00 & 1:30-2:30
Tuesday, June 3	11:00-12:00 & 1:30-2:30
Wednesday, June 4	11:00-12:00 & 1:30-2:30
Thursday, June 5	11:00-12:00 & 1:30-2:30
Tuesday, June 10	11:00-12:00 & 1:30-2:30
Wednesday, June 11	11:00-12:00 & 1:30-2:30
Thursday, June 12	9:00 am – 5:00 pm



Helpdesk Phone:
609-376-3970

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Thank You!

New Jersey Department of Education

nj.gov/education

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Questions? Email Helpdesk-sleds-staging@doe.nj.gov

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Live Q&A